**7+ yrs in Talent Acquisition, and a General HR with good competence in End to End recruitment, Employee relations / Negotiation, Employee engagement, Vendor Management, HR Coordination, Compliance, HR Audit**

**Bhuvaneswari.M.S.**

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**Objective:**

**Wish to design my HR career achieving greater milestones.**

**Core Competency: End** to end recruitment, Talent acquisition – Job Analysis, |Sourcing, Drives Internal and external, Interview administration, Salary negotiation, Offer release and On boarding formalities, Induction, Leadership hiring, Benefits and Payroll Coordination, Vendor and client management. Compliances, HR Audit, Employee relations, Employee engagement.

**Strengths**  Good strategist, coordinator and executor, Goal Oriented, Innovative, Methodical, diligent planner, Possess High Perseverance, Endurance, clear communication, Integrity, Accuracy. Strive to have good balance between process procedures and people. Passionate learner, People’s person enriching careers.

**Experience:**

**LegisHR (Labour law consultant) as Compliance Manager for IT and ITES (Temp)**

**May 2018 – June 2018**

Exposed to implementing Forms, Registers, Notices, Abstracts, Quarterly , Half yearly and Annual return filling with Labor office and Employment Exchange office pertaining to Labor acts, viz; CLRA, TN Shops and Establishment, Payment of Wages, Minimum Wages, Maternity Benefit, TN Industrial Establishment Conferment and Permanent Status of Workmen, TN Industril Estd national festical and special holidays,, Equal Remuneration, ESI, PF, Professional Tax, Employee Compensation, Employee Exchange Compulsory notification of vacancies.

Was Part of HR Audit for companies like HDFC, Allsec, Inautix and National Stock Exchange.

**Bofin Tech Ltd (UK based – Banking Software startup product company)**

**HR Generalist: March 2018 – April 2018**

Handled recruitment, Was Instrumental in in identifying, negotiating and signing vendor agreements with staffing companies and well established IT Services companies.

Reason to leave - layoff as vision of the company changed.

**Infinite Computer Solutions – Oct 30, 2017 – March 6, 2018** as Sr Executive - HR Operations for Client Verizon ,

* Handling MIS – Recruiter performance , Talent acquisition status, Onboarding status, Billable and non billable deploys status, Active and inactive , Night shift allowance and overtime process reports, Timesheet and attendance reports, Projection of commercials for Verizon project.
* Initiating Background checks, submitted appropriate information to BG vendors, Documents checking and submission to Verizon before joining date along with final BG report, processed invoices for BG reports, Supported joining formality in clients place Verizon from infinite. Handled Employee communication, client communication.
* Coordinated with Finance, HR and Payroll team located at Infinite Bangalore (Headquarters) and Infinite Hyd

**Sr Consultant since May 2016 - Oct 27, 2017 , with Meru Consultants and Technologies**

Handled In house recruitment, IT Recruitment & leadership hiring

Responsible for in-house recruitment of sales and IT team with Meru Technologies – A product company for wireless messaging.

Played client role with Agilysys, US based IT product company in establishing its Indian operation’s in Chennai. Was an independent player to form its Dotnet team – Handling job description, sourcing (through portals, drives), Handled Screening Interviews and Test administration, Salary negotiation, offer release, and On boarding support.

Handled mandates for DGM, AGM, Sr Mgr, Mgr VP, Project manager roles. Clients Handled : Regen power tech, Arvind mills, Reliance Broadcast, Hindustan Sanitaryware India ltd, HT Media, IT – Ooyala(Digital software product company), Agilysys (Hospitality (HORECA) Software Products), Radial (Retail Software product co,), Sports Mechanic (Sports software product company). Lotte confectionary.

**Hatsun Agro Product Ltd, Leading Dairy product manufacturing firm ( Arokya, Arun Icecream, Ibaco, etc ) from June 2013 – April 2014**

**Role -** Assistant Manager HR,

**Key Acheivements in Hatsun :** Formed Internal Recruitment team, Initiated and strengthened employee engagement , employee relations , Handled massive internal drives for rapid offers with new projects, inculcated cost cutting in recruitment to a large extent.

**Talent Acquisition and Management:**

* Anchoring the entire Recruitment Life Cycle right from sourcing.
* Devise a Hiring Strategy along with the respective department Head based on the project plans. This involves deciding on the number to hire, cost, the time frame and sources of hiring. Job description, Job specification, competency mapping.
* Handled sourcing, Screening, Interviewing, salary negotiation, background and document verification, offer release, joining formalities, developing and Retaining of hires.
* Linked with compensation and benefits, payroll departments for new hire Salary fitment.
* Handled large scale open selection, walk-in and campus placements.
* Scheduled and conducted Induction/Orientation Programs for new entrants educating them on organizational culture and policies, was also instrumental in regular safety training , motivation training. Took care of new hire mentoring and coaching ensuring smooth transition in to the new role.
* Addressed the grievances of employees and played a vital role in employee relations and communication..
* Handling activities pertaining to employee engagement
* Handled mealcard benefit for employees interacting with respective bank.
* Implementing the Employee Referral Program to institutionalize a referral culture among employees.
* Handled placement, staffing, portal(naukri, timesjob, shine, Linkedin ) vendors. Was responsible for CLRA agreements, renewals and termination, complete vendor management for contract staffing.

Overviewed and approved offers, payroll, bonus for contract employees.

* Maintain up-to-date recruitment progress report, talent database and all related staffing , compensation communication.
* Expert in handling all job boards and social networks.

**Statutory compliance :**

Ensured adherence to compliances for ‘Hatsun agro product ltd’, in following shops and establishment   
act, apprentice act, contract labour, bonus act.  
  
**Recruitment Exp With Consultants:**

Verticals Worked :Automotive, IT , ITES, Insurance, FMCG, Education, Healthcare, Manufacturing, Hospitality, Real Estate, Energy, Retail, Logistics, Media.

Domains : Sales and Marketing, HR, Quality, Finance, R & D, Customer Service, Software and Hardware.

Levels : Trainees, Interns, Contract staffing, Permanent – Executives, Sr Executives, Skilled , Semi Skilled, Highly skilled, Middle level – Managers, Regional Managers, Territory Managers, Supervisors, Top level – Sr manager, General Managers, Cheif Exec Officers

Mode of recruitment : Head hunting, Social Networking sites – Linked in , Facebook, Job portals – Naukri, Monster, Internal and external referrals, Campus Drive, Internal Database, Paper advertisement.

Expertise in Recruitment : Meeting dead lines, Quick Sourcing, High conversion rate of interviews to offers , Maintain cordial relationship with candidates and clients. Quick learner with inbuilt passion to learn new technologies

IT Technologies worked:

Programming Languages:Java / J2EE, Structured Query Language (SQL),C , C++, Dot net

Open Source – Hadoop, Bigdata, scala, spark, python, no sql, angularjs

Scripting Languages:JavaScript ,Unix Shell Scripting

MarkupLanguages:HTML, XHTMLXML, CSS , Web services

Operating Systems: Windows, Solaris, Linux

Application Servers:IBM WebSphere / Pega

Database Systems:Oracle – Hyperion Planning, MySQL, Sybase, Teradata, Microsoft Access, Business Objects.

Open Source Frameworks, Libraries & Tools:Ajax (XML Http Request), Struts & Tiles, JBoss, Glassfish

IDEs and Editors:Eclipse (&MyEclipse) / SOA

Mainframe Technologies:COBOL

ERP : SAP ABAP, SAP HRM, SAP Financials.

CRM : Siebel

**Grandlease Management Solutions : Recuitment Manager – Jan 2013 to May 2013**

Team Handling, Mentoring, client coordination, handling closures – for IT and Non IT clients.

Clients Handled : Heinz, Apollo, Bonfiglioli, Hatsun, Univercell, TVS logistics, NSK Bearings, Futurisk Insurance.

**Contactx Resource Management Pvt Ltd**, **as HR Consultant from May 2011 till Dec 2012**

Role - HR Consultant( Non IT and IT )

Client Handled : MTL instruments, Switzer instruments, Hyundai, Bonfiglioli, Watanmal, Invensys, IFF

**Enterprise IT Solutions, Chennai from April’ 2010 till Oct 22 2010**

Role - Lead Consultant in IT Recruitment( Clients handled – Wipro, TCS, Cognizant, UST Global, Intelligroup)

**Promanns Executive Search services Ltd,** Chennai – Nov 2009 till March 2010

Role – Senior consultant in recruiting middle and top level position through Head Hunting.

Client accounts handled : Amarraja Batteries, Marg Constructions,

**2003 to 2008 :**

Worked with International BPO’s , Eserve, Sutherland, HCL, Infotronics and with NIIT Vellore as Counsellor cum Center manager.

**Success Solutions HR Consultants**, Chennai : Jan 2000 – July 2002 as HR consultant in to Resourcing.

Academic Qualifications

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| --- | --- | --- |
| Degree | University | Year |
| Executive Diploma in Human resource management | Loyola Institute of Business Administration, Chennai | Apr 2015 |
| Diploma in Labour Law | University of Madras | Jun 2015 |
| M.A (Public Administration) | University of Madras | 2000 |
| B.Sc. (Physics) | University of Madras | 1995 |
| M.Sc(Psychology) | University of Madras | Pursuing 2 nd year |

Certifications & Training Programs attended

|  |  |  |
| --- | --- | --- |
| Diploma in | Training Center | Period |
| Oracle DBA | Lemuria Technologies Limited | May'01-Nov-01 |
| RDBMS (Oracle applications ) | Software Solutions Integrated | Jun'96 - Mar'96 |
| Computer Applications | Aptech Computer Education | Aug'93 - Sep' 94 |
| Executive Secretary ship | Pentagon Academy | Dec'97 - Jun' 98 |

Personal details

Date of Birth : Nov 14th, 1971 / Passport Number: M6861395

Address : Aminjikarai, Chennai 29

References will be provided on request / Last Drawn – 6.5 Lakhs per annum.