

**OPHY KANCHANA M**  
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### **Career Abridgement**

As an accomplished and dedicated HR professional with **2.5** years of experience, I am seeking a challenging role as an HR Manager where I can leverage my expertise in talent acquisition, employee relations, and performance management. Proven success in designing and implementing effective HR policies and procedures, I am committed to fostering a positive work culture that enhances employee engagement and organizational success. My goal is to contribute strategic HR solutions that drive employee satisfaction, enhance productivity, and align with the overall business objectives. Eager to bring my passion for people management, strong communication skills, and hands-on experience in End-to-end recruitment activities and employee development to a dynamic organization committed to excellence in human resources management.

### **Area of Exposure/ Expertise:**

- Recruitment and Staffing,
- Employee Relations,
- Performance Management,
- Training and Development,
- Compensation and Benefits,
- HR Policies and Compliance,
- HR Information Systems (HRIS),
- Employee Engagement,
- Change Management

### **Technical Skills**

- MS Excel
- Word
- Power Point
- Asana Board

### **Work History**

**August 2022-January 2024: DataSirpi Pvt Ltd as HR Manager**

**Notable attainments:**

## **Recruitment and Staffing**

- Participate in the recruitment process, including job posting, screening resumes, conducting interviews, and making hiring recommendations.
- Collaborate with respected team to understand staffing needs and ensure timely filling of vacancies.
- Maintain relationships with recruitment agencies and other talent sources
- Conducting Walk In drive and coordinating with all the internal hiring activities
- Handling the recruitment process till onboarding candidate

## **Employee Relations**

- Address employee concerns and grievances, providing counseling and support.
- Mediate and resolve conflicts between employees.
- Ensure compliance with company policies and labor laws.

## **Onboarding and Orientation**

- Facilitate the onboarding process for new hires, including orientation programs.
- Ensure new employees are integrated into the organization smoothly.
- Align them with a respected team
- Migrating new hires to KEKA for maintaining their data, attendance and leave

## **Training and Development**

- Identify training needs and coordinate training programs.
- Implement and monitor employee development plans.
- Encourage a culture of continuous learning.

## **Performance Management**

- Administer the performance appraisal process.
- Provide guidance to managers on setting performance expectations.
- Assist in the development and implementation of performance improvement plans.
- Coordinating with employees and guiding them to fill the self evaluation sheet
- Sharing the revised offer letter to all the nominated employee's

## **HR Administration**

- Maintain and update employee records.
- Handle HR-related paperwork, such as employment contracts and termination documents.

- Generate and analyze HR reports.

### **Employee Engagement**

- Implement initiatives to enhance employee engagement.
- Plan and organize employee events and activities.
- Engaging both online and offline employees

**Sep 2021 To Jan 2022: HCL Technologies, as HR Recruiter, Chennai**

### **Attainments:**

- Handling recruitment for the POFU team,
- Connecting with the candidate often and releasing the offer
- Salary negotiation with the candidates
- Handling joiners pipeline dump, and working with pre-onboarding
- Worked with the IAM-Cybersecurity team as a scheduler
- Follow up with the panel and candidate and arrange an interview
- Sharing feedback to the delivery
- Hands-on experience on Tal view
- Closing the delivery requirements on time

### **Certification Course**

- Agile Fundamentals from Udemy
- Email Etiquette from Udemy
- Project Management courses from Udemy

### **Academic**

- **2019-2021** Master of Business Administration in Human Resource Management and Finance from Francis Xavier Engineering College, Tirunelveli with **83%**
- **2015-2019** Bachelor of Engineering from Francis Xavier Engineering College, Tirunelveli with **67%**

### **Personal dossier**

Date of birth: 10-05-1998

Residential address: 55,7th Main street,Backside to maharasi mahal,

KTC Nagar,Tirunelveli,627011

Marital Status:Married