

VRINDA THAMPI

HR GENERALIST

CONTACT

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Vrindavan House, Hill View Nagar, Dhoni (P.O.), Palakkad-678009

SKILLS

- Recruitment
- Onboarding
- Employee Engagement
- Performance Management
- Training and Development
- Employee Grievances
- Statutory Compliances
- Payroll processing
- HRMS Software

EDUCATION

Master of Business Administration 2019- 2021

Happy Valley Business School | Anna Unniversity

B.Sc(Computer Science) 2015- 2018

Sri Krishna Adithya College of Arts and Science | Bharathiyar Unniversity

CERTIFICATION

HR GENERALIST- Jun 24- Jul 24 Career Dawn HR Solutions

TOOLS

MS Office	<div><div></div></div>	85%
Linkedin	<div><div></div></div>	85%
Naukri	<div><div></div></div>	85%
Indeed	<div><div></div></div>	70%
MS Excel	<div><div></div></div>	70%
HRMS Software	<div><div></div></div>	85%

PROFILE

I am a passionate HR professional with 3 years of experience. Dedicated and results-driven Human Resources professional with a proven track record of fostering a positive workplace culture and driving organizational success. I bring a wealth of experience in talent acquisition, employee engagement, development, training and HR strategy implementation. I possess strong interpersonal and communication skills, enabling me to build meaningful relationships with employees at all levels. My commitment to continuous learning ensures that I stay abreast of the latest HR trends and best practices, allowing me to implement innovative and effective HR solutions.

WORK EXPERIENCE

FREELANCER| HR EXECUTIVE| APR 23- PRESENT

- Assisting in the recruitment process by sourcing candidates, reviewing resumes, and coordinating interviews.
- Conducting initial screenings and assessments of candidates.
- Assisting with the preparation of employment contracts and onboarding documents.
- Addressing employee queries regarding HR-related issues.
- Assisting in the resolution of employee grievances and conflicts.
- Maintaining and updating employee records and databases.
- Assisting in payroll preparation and administration.
- Coordinating training sessions and workshops for employees.
- Tracking employee training progress and maintaining training records.
- Assisting in ensuring compliance with labor laws and regulations.
- Supporting the implementation of HR policies and procedures.
- Assisting in the administration of employee benefits programs (e.g., health insurance, retirement plans).
- Supporting employees with benefit-related inquiries and issues.

RANDSTAD INDIA PVT LTD | CLIENT : GOOGLE, PWC, MASTERCARD, WELLS FARGO, KPMG, MERCK, JPMC | LEAD | FEB 22 - JAN 23

- Manage end-to-end recruitment to deliver the best in industry talent within assigned business areas, ensuring that the right candidates are recruited, at the right time at the right place as per the client's hiring Service Level Agreement (SLA).
- Worked on both IT and non-IT requirements and trained Entry level Recruiters.
- Leveraged effective recruiting resources (Cold Calling, LinkedIn, Naukri) to identify and recruit the best candidates.
- Source and qualify full-time perm and contingent resources for on-prem project teams & and client staff augmentation.
- Sourced and built potential candidate pipelines through various methods including internal database, employee referrals, social media, job boards, and networking.
- Responsible for full recruitment life cycle: create & and post job descriptions, pre-screens, interview coordination, negotiations, formal offers, background checks, and onboarding.
- Managed candidates through the hiring process to ensure a positive experience at every stage of the process.
- Collaborate with Hiring Managers and Stakeholders to develop job descriptions & and review the status of current recruitment efforts as well as forecasted recruitment needs.

EXPERTIZE

- Communication
- Ability to Work Under Pressure
- Time Management
- Conflict resolution
- Leadership
- Adaptability
- Decision Making
- Customer Service
- Attention to Detail

ACHIVEMENTS

- Awarded "**BEST LIVING THE VALUES**" award from Allegis global solutions.
- Published a paper on "**LIE DETECTOR IN THE FIELD OF CRIME INVESTIGATION**" at an International Conference Held at MIT Pune.
- Presented a paper on "**A STUDY ON LIE DETECTOR**" in International Conference Held at Nehru College Of Arts And Science.
- Presented a paper on "**A STUDY ON CYBER SECURITY**" in National Conference Held at Sri Krishna college of Arts And Science.

ALLEGIS GLOBAL SOLUTIONS | CLIENT : HSBC CANADA | RECRUITER LEVEL:1 | APR 21- JAN 22

- Finding the best talents for different requisitions using boolean searches. Was acting as the only IT Recruiter for HSBC Canada.
- Review applicants that apply to the client's ATS for specified positions and use basic boolean search logic to identify those that meet the qualifications of the role, create a shortlist of candidates, and present it to the Recruitment Relationship Manager.
- Completing the different processes of candidates through HSBC's internal database.
- Update the candidate details and status in the client's ATS in a timely and accurate manner following the defined process steps.
- Collaborate with Hiring Managers and Stakeholders to develop job descriptions & and review the status of current recruitment efforts as well as forecasted recruitment needs.
- Sourced and built potential candidate pipelines through various methods including internal database, employee referrals, social media, job boards, and networking.
- Responsible for full recruitment life cycle/end-to-end recruitment: create & and post job descriptions, pre-screens, interview coordination, negotiations, formal offers, background check and-boarding.

REFERENCES

- **MRS. SATVINDER KAUR**
Head of Internal Talent Acquisition,
Randstad India Pvt Ltd (Reporting Manager)
 - **DR. BINA. T**
Director of Happy Valley Business School
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