

RAKESH BABU R

Human Resources Professional

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PROFESSIONAL SUMMARY:

Passionate HR Operations professional with over 2+ years of experience in HR operations and analysis. Skilled in onboarding, separation processes, data management, employee relations, and HRIS management. Dedicated to enhancing organizational success through efficient and effective human resources management.

AREAS OF EXPERTISE:

- | | |
|----------------------------|--------------------|
| ✓ Employee Lifecycle | ✓ Leave Management |
| ✓ HR Analysis | ✓ MIS |
| ✓ Employee Data Management | ✓ HRMS |

PROFESSIONAL EXPERIENCE:

Capillary Technologies India Ltd

Associate Partner Shared Services | May, 2022 - Present

- Administrator of Darwinbox HRMS portal for entire APAC region, managing over 900+ employees across organization
- Conducted various HR processes including onboarding, exit management, leave management, attendance tracking, department creation, manager assignments and resolved portal-related inquiries
- Payroll functions
- Manage employee data and conduct file audits
- Managed the facilitation of background verification for 200+ new hires and ex-employee verification
- Automate HR letters which resulted in average time to deliver by more than 50%
- Maintain comprehensive trackers and manage HR tickets which helped in completing recurring tasks within timelines by more than 70%
- Conducted analysis of attrition and various HR metrics
- Streamlined HRMS processes, enhancing HR efficiency and reducing manual work by 50%
- Supervised and concluded more than 200+ separation cases, responsible for every stage from resignation to final settlement
- Maintained personnel records including compensation and benefits administration, attendance records, and other related documents for 900+ employees
- Managed to close tickets within timelines which helped in achieving maintaining SLA at 80%
- Oversaw the mapping and restructuring of departments, functional areas, and manager assignments for 900+ employee
- By analyzing rewards and recognition identified the gaps and helped in increasing the rewards and recognition in overall organization by 40%

SUN Mobility Pvt Ltd

HR Executive | September, 2021 - February, 2022

- Conducted comprehensive induction and SWAP (System, Work, Attitude, and Process) sessions.
- Maintained organized employee files.
- Collaborated with the admin department for ID card issuance and accommodation coordination.
- Managed the stock of joining kits.
- Sent out Birthday, Work anniversary, and other occasion emails.
- Efficiently managed calendars and scheduling.
- Conducted wellness sessions for employees.
- Generated HR letters manually. - Facilitated company tours.

CERTIFICATIONS:

- Participated in "Advanced Financial Analysis, Valuation & Internal Controls" workshop on 28-29 November 2020..
- Participated and presented a paper titled "Green Marketing" in National Seminar held at Dayananda Sagar Business Schools on 19th December 2019.
- Participated in "UDVIKAS 2020" State level youth conclave organized by Youth for Seva.
- Completed Basic Hardware and Networking course for a period of 3 months during the year 2015.

EDUCATION:

Post Graduation Diploma in Management - Human Resources

Dayananda Sagar Business School, Bengaluru
2019 - 2021

Bachelor of Commerce

Shree Bhagawan Mahaveer Jain College
2016 - 2019

PROJECTS:

A Study on Human Resource Management Function and Effectiveness on Organization

Concord Pvt Ltd

February 2021 - March 2021

- During this project i created various questionnaires to understand the workers understanding and satisfaction towards the company
- Using the feedback from the employees i interpreted and recommended the changes can be made in the organization