

**Vaishnavi GD**

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**Objective:**

Having developed a strong career in human resource operations, I am now looking for an opportunity to apply my knowledge and skills to a new challenge with an organization and to establish myself. Also to extend my management and leadership skills in the area.

**Education:**

**LOYOLA INSTITUTE OF BUSINESS MANAGEMENT (2016)**

Certification in Human Resource Management

**THIAGARAJAR SCHOOL OF MANAGEMENT (2010-2012)**

Master in Business Administration (Specialisation – Human Resource and Marketing)

CGPA : 7.5

**ANNA ADARSH COLLEGE FOR WOMEN, UNIVERSITY OF MADRAS**

Bachelor in Tourism and Travel Management (2007-2010)

Overall percentage : 73%

**IATA/UFTAA FOUNDATION AND EBT COURSE, IATA/UFTAA, CANADA**

Grade : Distinction

**Professional Experience:**

**Flextronics Technologies Pvt Ltd. (Flex)**

*Associate – GBS HR* (March 2016 till present)

- Onboarding new joiners in workday system and responsible to check pre hire task activities.
- Responsible for all HRIS activities in Workday System- HRIS activities includes Creation, Activation, and Inactivation of Supervisory Organization in Workday. Responsible for providing access to appropriate cost centers, customer dimensions.
- Have to audit the Supervisory Organization changes weekly and quarterly, and the respective report need to be send to Stakeholders on weekly and quarterly basis
- Part of the Workday testing team
- Initiating Job requisition, Promotion, Transfer, Move workers, Change location & Termination process in workday on behalf on managers or Vertical HR Operations.
- Assisting employees all HR related queries like workday navigation queries, payroll queries, policy related queries, etc.,

## **Scope International Pvt. Ltd, Standard Chartered Bank, Chennai**

*HR Generalist, South Asia* (January 2013 – April 2014)

- Responsible for human resources operations by providing human resources services, including talent acquisition operations, employment processing, compensation,
- health and welfare benefits, training and development
- Worked towards improving manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution
- Liaised with third party vendor during India (8000 employees) payroll migration
- Single Point of Contact for the Talent Acquisition Operations Migration Process for South Asia
- Actively worked to maintain organization's value by keeping information confidential.
- Co ordination with HR Country Benefits, Payroll and other teams to provide accurate and timely resolution thereby building the reputation of HRSSC so that employees and managers highly value the HR advice and support they receive
- Advised and guided managers and employees on HR policies, products and processes and providing right solutions to people's HR queries
- Good knowledge of the PeopleSoft HRMS and PeopleSoft Portal
- Addressed and resolved queries on payroll (tax), benefits provided by the bank, learning programmes and employee grievance

## **GREedge.com, Chennai**

*Relations Executive(Trainee)*

- Key resource for referral management and student relations
- Conducted Online Seminars for GR aspirants
- Worked in the Sales team for brief period ensuring the set targets were met

## **Internship**

- 45 days internship at GRT Hotels and Resorts, Chennai on the study of preference of hotels by the corporate for their business purposes in Chennai
- 45 days internship at JET Airways , Chennai during under graduation

## **Activities and Awards:**

- Co-ordinator Head – Mercury Court, Economics Club of Thiagarajar School of Management, Arete 2011 and 20120 (National level HR event, India) and for Best HR Manager Event at Yukti'12, National level Management meet
- Best outgoing student in Anna Adarsh College for Women 2007-2010
- University rank holder in the Department of Tourism and Travel Management and Department of French

## **Languages :**

English, Tamil, French, German and Sourashtra

**Skills:**

- Strong interpersonal skills; effective leadership/people management abilities
- Highly organized with ability to prioritize & meet deadlines with a strong sense of urgency
- Strong team player, adept in building relationships and handling situations with tact and diplomacy