

Chandrika S. Shetty

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1247, 15th main, BTM Layout, Bangalore - 560076

Business management graduate with dual specialization in finance and Human Resource Management. Motivated team player with strong analytical skills; seeking to leverage acquired experience in Human Resource.

CAREER ABRIDGEMENT

- ⇒ Post Graduate degree in Personnel Management with over 6 years of experience in Recruitment -- sourcing to On-boarding; Performance Management; Compensation and Benefits; Welfare and General administration.
- ⇒ Presently associated with **Ravin Cables** joint venture with **Prysmian Group, Italy's** as Deputy Manager - HR.
- ⇒ Adept to people management; maintaining healthy employee relations; handling employee grievances thus creating amicable & transparent environment.
- ⇒ Skillful in implementing HR systems, conducting Induction training programs
- ⇒ Posses strong and inter personal skills. A dynamic go-getter and quick learner with ability to meet deadlines.

Areas Of Exposure / Expertise

| | | |
|------------------------|-----------------------|-------------------------------|
| Talent Acquisition | Induction | HR policy Execution |
| Payroll Management | Statutory Compliances | Employee Relation and Welfare |
| Performance Management | HR Operations | Employee Exit Process |

ORGANIZATIONAL EXPERIENCE

Since Jan 2008 –Ravin Cables Ltd, as a Deputy Manager HR

Ravin Cables (<http://www.ravincables.com>) joint venture with **Prysmian Group**, Italy's market leader in cable technology (<http://www.prysmian.com/>)

Roles and Responsibilities

Talent Acquisition (Complete recruitment cycle)

- ⇒ Designing role specific job description, developing online process to source the role specific talent.
- ⇒ Sourcing and screening the right candidates through various sources like Job Portals, references, social networking sites, and job postings.
- ⇒ Conducting interviews, salary negotiations & making offers with salary fitments across all the levels taking into consideration compensation bands adopted by Management for our industry.
- ⇒ Interviewing junior level to that of senior level candidates
- ⇒ Communicating to applicants and agencies on an ongoing basis
- ⇒ Devising schemes like Buddy Getz Buddy (Employee Referral Program) to bring down recruitment cost.
- ⇒ Conducted Bulk and campus hiring at various colleges.
- ⇒ Smooth on-boarding process for new hires at all levels within the organization

Benefits & Compensation

- ⇒ Pay roll management for corporate and engineering divisions for all employees Pan India
- ⇒ Designing and updating employees CTC and increment.
- ⇒ Transitioning of legacy payroll process to **ERP package (Adrenalin)**.
- ⇒ Updating ERP system (CTC, personal details, arrears, reimbursements, loans).
- ⇒ Compile statistical reports, MIS and statements required by financial and commercial departments.
- ⇒ Conduct exit interviews and liaise full and final settlement of employees

Statutory Compliances

- ⇒ Primary focal for preparing and submitting PF challans, 12 A, Form 5 and Form 10 at PF office.
- ⇒ Responsible for PF transfers, withdrawal claims and Pension settlements.
- ⇒ Responsible for submission of quarterly and yearly returns subject to compliances as per factory act such as PF return, ESIC Return, maternity return, LWF and factory return.

Generalist Activities

- ⇒ Maintaining and updating details and records in the HR information system. (HRIS)
- ⇒ Responsible for initiating and completing performance appraisals process.
- ⇒ Evaluating training and development needs and arranging for appropriate training sessions.
- ⇒ Successful in initiating a new policy for the company (Group Personal Accident).
- ⇒ Reviewing and coordinating employee engagement and retention strategies

Sept 2005 to June 2006 – ICICI Lombard, Mumbai as a Sales Officer.

*ICICI Lombard General Insurance Ltd. is one of the largest private sector **general insurance company** in India offering insurance coverage (<http://www.icicilombard.com>)*

- Designing training modules for 150 new joiners every month.
- Coordinating national level training sessions.
- Reviewing feedback and implementing changes accordingly.

Achievements

- **Double promotion** within 3yrs of time in the same organisation
- Took initiative and started new Compensation package – **ADRENALIN Software Solutions**
- Successful in recruiting large team of approx 50 at all grades across departments in a span of **3 months for our Plant at UAE.**
- Implemented employee friendly program PAN India called as **FUN and FRANK**
- Participated in various cultural programs and debates at inter college festival
- **Graded Doordarshan artiste** for classical dance – Bharat Natyam

ACADEMIA

- ⇒ 2008 P.G.D.B.M. (Finance) from Sinhgad College of Management. – 68%
- ⇒ 2008 MBA from Sinhgad College of Management, Pune University. (Full time) – 68%
- ⇒ 2006 M. Com. from SIES College, Mumbai University. - 56%
- ⇒ 2003 B.Com. from SIES College, Mumbai University. – 74%

SUMMER PROJECT

June 2007 – July 2007 Blue Star Ltd, Mumbai

The intent was to perform a comparative study on the leave policy and employee welfare practices in white goods industries across India and benchmark it against those followed at Blue Star Ltd. Leave encashment, employee retention practices and loyalty benefits were analyzed. A policy change request was raised with Blue Star's HR division.

PERSONAL ACCOMPLISHMENTS

- Involved in organizing international quiz contest for youth "**Awakening Indians to India**" (**Chinmaya Mission**).
- Learning and teaching **Bharata Natyam** - an Indian classical dance form for **over 15 years** under the guidance of Guru Dr. Smt. Siri Rama (**Kanaka Sabha Performing Arts Centre**).
- Participated in various national and international dance festivals and cultural programs.

PERSONAL DOSSIER

Date of Birth : May 20, 1982.
Interests : Dance, music, trekking, traveling and reading.