**Ashwini.P.B**

**9342833432**

**ash.ad\_84@yahoo.co.in**

Spanning 2 years into HR (Offering, On-boarding, On-going, Off-boarding, Operations, Training & Development and Performance Management etc.)

**WORK EXPERIENCE:**

1. **Worked as Executive Assistant – HR (Generalist)in AVIVA Life Insurance Company for the period of 1 year during Oct 2007 to Oct 2008**

**Job Descriptions:**

* Handling entire Karnataka and Chennai locations
* Handling responsibilities from employee Enter to Exit
* Taking care of leave and attendance, on boarding and exit formalities.
* Maintaining employee data
* Consultants line ups
* Sometimes headhunting through Naukri
* Taking care of interviews.
* Background verifications and documentation processing
* Preparing MIS and offer letter
* Maintaining the dash board and generating reports (weekly and monthly reports)
* Knowledge on PF, ESI.
* Taking care of vendor Bills and agreements
* Part of performance appraisals.

1. **Worked in an IT outsourcing firm as an Sr HR From Dec 2011 to Feb 2013.**

**JobDescription:**

**Recruitment Process**

• Handling End to End Recruitment process (Internal and External).

• Understanding the requirements received from clients, Plan and schedule roadmap towards achieving the targets.  
• Looking after the entire cycle of recruitment that includes headhunting/searching/sourcing potential candidates.  
• Sourcing candidates from various job portals (Naukri and Monster), referrals, internal database and networking.  
• Short listing resumes by evaluating the candidate’s communication skills, presentation and technical skills based on the client’s requirements.  
• Involved in re-sorting & screening the resumes, closely working with Managers for scheduling Meetings/appointments with the candidates.  
• Negotiating & convincing candidates to accept the offer and make them join as soon as possible.  
• Building good relations with the candidates and maintaining the database  
• End- to- End follow-up of candidate.

• Preparation of Weekly and Monthly report relating to Interviews with number of interviews happened, Offer Made and Candidates Joined.

Generated average billing of approximate 10lpa till date.

**Generalist Role/ Operations**

* Offering to the selected outsourced candidates.
* Preparing and Issuing appointment letter, explaining process and policies, creating excellent relationship and Updating all the information in HR records .
* Smooth joining formalities for new joiners Perm/Contractors.
* Provide them necessary information and support within 2-5 working days from the DOJ of new joinee.
* Involved in payroll processing and performance appraisal.
* Other HR activities.

**PERSONAL SKILLS:**

* Strong interpersonal skills and ability to work as part of a team
* Ability to adopt to the latest technology
* Ability to meet deadlines and work under pressure.
* Strong customer service skills
* Verbal and written communication skills in English.

**TECHNICAL SKILLS:**

Office Productivity Tool       : Ms – Word, Ms – Excel, Ms – Access, Ms – PowerPoint

Programming Languages     : C, C++

Operating System               : Windows 98/2k/XP

Enterprise RDBMS               : Oracle 8.0

Front End Tool                   : Visual Basic 6.0

**PROJECT DETAILS:**

* **BSc- Computer Science**

 Title             : Automobile Automation System

 Tools Used

  Front end     : Visual Basic 6.0

  Back end      :  Oracle 8i

* **MHRM- Masters of Human Resource Management**

Title             : Human Resource Management System

Company Name: Sanvy Solutions

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.NO** | **QUALIFICATION** | **NAME OF THE**  **INSTITUITON** | **BOARD/**  **UNIVERSITY** | **YEAR** |
| 1. | MHRM | Bhuvaneshwari Correspondence College | Kuvempu University | 2011 |
| 2. | B.Sc. (COMP SCI) | PES Degree college | Bangalore University | 2007 |
| 3. | P.U.C | PES PU college | State Board | 2003 |
| 4. | SSLC | Meera Vidya Nikethan | State Board | 2001 |

**PERSONAL PROFILE:**

Husband Name : Pramod.N.B.

Father’s name                            :     Ashok.V.D.

Languages known                       :     English, Kannada and Hindi.

Marital status                              :     Married.

Nationality                                  :     Indian.

Hobbies                                     :     Listening to music and Playing.

**Here by all the details are true to the best of my knowledge.**

Yours Faithfully

**Ashwini P B**