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| **B.N.NAGASHREE**  W/O Vinod Kumar M.C#9, 2nd floor, Chamundeshwari Lyt,  Bannerghatta Road  Arekere, Bangalore-560076 |  | **Cell : +91 9035847606**  **Email : nagashreenani1989@gmail.com** |

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| **OBJECTIVE :** | “To be associated with a progressive organization that gives ample scope to my knowledge and skills and to be a part of the team that dynamically works towards the progress of the Organisation.” |

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| **PROFESSIONAL**  **EXPERIENCE :** | Having **1.1yrs** of experience at **Shahi Exports Private Limited** (Apparel Sector), Bangalore(19th August 2013 - Till Date) as Junior Executive.  Team Size : 6  **Span of Control**  Supervisory responsibility : HR Assistant – Unit 12 HC department  Interns placed at unit 12.  Degree of independence : Independently handling daily roles and  responsibilities. |

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| **EDUCATIONAL**  **DETAILS :** | * **Masters of Business Administration** specialised in Human Resource Management-MBA (HR) from Acharya Institute of Management & Sciences, Bangalore in 2013 attaining 70%. * **Bachelor of Engineering** in Information Technology from Sri Krishna Institute of Technology, Bangalore in 2011 attaining 57% |

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| **TECHNICAL SKILLS :** | **HR Tools** : Oracle software, Masters operation, Applicant Tracking System,  Online Talent Requisition, Basics of SPSS software  **Computer Skills** : Ms office, Basics of Excel, C, C++, Basics of Java, SQL, |

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| **OTHER SKILL SETS :** | Verbal & mail Communication, Creativity, Interpersonal skills, Negotiation Skills & Pleasing Personality. |

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| **ROLES & RESPONSIBILITES:** | * Sourcing, Screening, Handling Interviews * Tracking the applicant online using ATS, Raising a request for new talents through TRF online process on discussing with the technical teams. * Understating he skill sets required for the vacant positions * To place the new joiners to respective teams, issue them the appointment letters/ID cards/access cards. * To take care of operational activities - getting the letters & certificates from the concerned vertical * To do request for mail ids, id cards, generate HRIS username & password for new associates * Updation of Non staff to staff promotion online & generating new id no. * To sanction loans, medical/salary advances o the associates. * Working with the team for Medical Insurance of the associates in tie up with an external vendor “ Medi Assist” * Conduct Exit interviews & MIS preparation on the same. * To prepare monthly attrition report pertaining to Knits division * Preparation of Organization chart of Centralized departments * To prepare exit analysis of knits division on quarterly basis. * Drafting the SOP’s of new activities introduced * Grievance handling with the help of senior team member * To guide/monitor the internships of students placed at unit 12. * To facilitate student’s factory visits * To organize employee engagement activities, collect feedback & share snapshots of events to associates. * To celebrate service anniversary of the associates. * To send birthday greetings E-card to all associates on their birthday. |
| **Projects:** | * SNP Documentation: Preparing the Standards and Practices document   Which includes preparing he Human Capital process flow for the HR-Operations Vertical   * Conducting camps like “Credit Card Campaigns” and many more for loans, investments etc * Event management like Independence Day, Women’s Day, Yoga sessions etc and preparing a employee satisfaction report n the activities conducted. * Assisting in preparing the brochure of Shahi Exports Pvt Ltd. * Preparing the standards & practices for various processes in Operations. |

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| **Academic Projects :** | **MBA Projects**   * A Study on Talent Acquisition at the company Dimension Data * A Study on the Organisation & Training and Development at Toyota Kirloskar Motors.   **BE Project**   * Emulation of “single-packet” UDP Scanning Worms in Large Enterprises- |

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| **SUMMARY** |  |
| **Gender** | **Female** |
| **Nationality** | **Indian** |
| **Date of birth** | **15th November 1989** |

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**B.N. Nagashree**