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| 326, 4th c Main Road, Maruthi Layout,  Vasanthapura, Bangalore - 560061 | | | | Mobile: **+91 9739209038**  **ashwini.basavanna@gmail.com** | | |
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| **Ashwini Abhijith** | | | | | | |
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|  | | **Career Summary** | | |  | |
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|  | Skilled, competent and result-driven professional putting forth over 5 **years** of experience, currently in the **HR Domain.** Proven ability in handling **Recruitment Projects, Reorganization of Compliance related Processes**, **Delivering Strategic Direction for Improved Management and Efficiency** and expertise in policy and procedure , recruiting and hiring practices, personal development, retention approaches, legal compliance issues, managerial support, Adept in working as a **HR** and **Secretarial Assistant** in the **Corporate law and Finance domain**. | | | | | |
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|  | | **Career Objective** | | |  | |
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|  | With a professional growth record related to the spectrum of HR and Compliance Domain, wherein 4+ years of profound experience can be optimally utilized to enhance the organizational potential.  Core Competencies include: | | | | | |
|  |  | | | | | |
|  | * *HR Procedures* * *Legal Procedures* * *Dealer Contractual Procedures* * *Analytical and Problem Solving Skills* * *Learning and Innovation* | |  | | | |
|  | **Productivity Package**: Microsoft Office | |  | | | |
|  | | **Career Path** | | |  | |
|  |  | | | | | |
|  | **HR Executive Dec 2014 – Feb 2016**  **Scalene Works People Solutions LLP**  **HR& Admin Executive Dec 2013 –Nov 2014**  **Sati Exports India Pvt Ltd** | | | | | |
|  | **Dealer Compliance Administrator, Legal**  **WIPRO GE HEALTHCARE PVT LTD, BANGALORE** | | | | | **Nov 2010 - Aug 2012** |
|  |  | | | | | |
|  | **Secretarial Assistant**  **VIKRAM LOGISTIC AND MARITIME SERVICES PVT LTD ٠ Bangalore**  **Internship**  **A R VISHWANATHAN & CO ٠ Bangalore** | | | | | **March 2010 – Oct 2010**  **Sep 2008 – Feb 2010** |
|  |  | | | | | |
|  | | **Roles & Responsibilities** | | |  | |
|  | **Company: Scalene Works People Solutions LLP**  **Duration: Dec2014 – Feb 2016**  **Role: HR Executive**   * Managing human resource staff by recruiting, selecting, orienting, and training employees * Creating a standardized recruiting plan for the organization. * Understanding the clients requirements, coordinating for short listing and screening including preliminary interview of the candidates. * Source candidates through database mining, Internet searches, direct sourcing, job fairs, community conferences and internal referrals. * Educate recruiters on subtle characteristics of hiring and follow-up until candidate On-boarding * Effective communication amongst the team to have progressive collaboration culture * Managing human resource staff job results by counseling and disciplining employees; planning, monitoring * Managing management guidelines by preparing, updating, and recommending human resource policies and procedures. * Scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors. * Coordinating activities between the organization and supplier organizations. * Established and maintained professional relationships with candidates.   **Company: Sati Exports India Private Limited**  **Duration: Dec2013 – Nov 2014**  **Role: HR cum Admin Executive**   * Managing welfare measures like employee development plans, resource deployment, etc. to enhance motivation levels * Owned full-cycle recruiting: interviewed, offered, negotiated and closed candidates for assigned requisitions. * Developed and implemented effective recruiting strategies in order to attract, screen, recruit, and select high quality candidates. * Ensuring prompt resolution of employee grievances to maintain cordial resources between employees and senior management. * Developing and maintaining MIS reports and other operations reports * Managing on candidate’s selection, conducting and analyzing exit interviews. * Managing human resource staff by recruiting, selecting, orienting, and training employees * Event Management * Managing management guidelines by preparing, updating, and recommending human resource policies and procedures. | | | | | |
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**Company: *Wipro GE Healthcare Private Limited***

**Duration: Nov 2010 – Aug 2012**

**Role: Dealer compliance administrator and Corporate Secretarial Services, Legal.**

*Working as Dealer Compliance Administrator and handling Company Secretarial procedures.*

* Screening of documents for Appointment of New ITP/renewal/Intermediate Screening of Documents
* Periodical preparation of Matrices for ITP
* Auditing of sub-entities under Wipro GE for Legal Compliance and Corporate Governance.
* Preparation of Annual Reports and Annual Returns
* Maintenance of Statutory Registers
* Filling of various forms with ROC
* Conducting market research and in turn helps executive in making important business decisions
* Implementing and maintaining procedures/administrative systems
* reparation of Minutes of Board Meeting and AGM

**Initiatives:**

* Created and Maintained Support Central for retention of Dealer Compliance related documents.
* Support Central also designed for retention of documents related to Corporate Governance.
* Successfully launched two applications to help retain and update documents related to Independent Third-party processes.

**Awards:**

* Awarded for the successful launch of the Tools for Document retention.
* Awarded for training the Compliance team on the functioning of the Support Central and the Applications.

**Company: Vikram Logistic and Maritime Services Pvt Ltd ٠ Bangalore**

**Duration: March 2010 – Oct 2010**

**Role: Secretarial Assistant**

**Working as an Assistant to Company Secretary and Internal Auditor cum Legal and Finance Manager.**

**Company: A R Vishwanathan& CO ٠ Bangalore**

**Duration: Sep 2008 – Feb 2010**

**INTERNSHIP**

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|  | **Education** |  |

**Post Graduate Diploma in Business and Corporate Law June 2013**

**Symbiosis Centre for Distance Learning, Bangalore**

**Bachelor of Commerce April 2008**

**Jyothi Nivas College, Bangalore**

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|  | | **Personal Details** | |  |
|  |  | | | |
|  | **Date Of Birth** | | *23rd June 1987* | |
|  | **Marital Status** | | *Married* | |
|  | **Languages Known** | | *English, Hindi, Kannada, Telugu* | |
|  | **Nationality** | | *Indian* | |
|  | **Personal Interests** | | *An avid reader and Keen interest in travel and exploring new places* | |