

Name: Harshitha Padmakara

Address: St. Johns Street, Hanley, Stoke-on-Trent ST1 2HR, United Kingdom

Mail: p.harshu0220@gmail.com | Phone: +44 7733456752

PERSONAL STATEMENT

A dedicated and results-oriented HR Administrator, with a proven track record in HR operations, I understand the importance of meticulous attention to detail and effective task prioritization to ensure seamless workflow. Beyond administrative skills, I bring expertise in HR processes, compliance, and a commitment to fostering employee engagement and driving positive change. Visualizing myself as a catalyst for creating a thriving workplace culture where every individual feels valued and empowered, I offer a wealth of experience and a passion for excellence to your esteemed company. By entrusting me with this role, you're not just hiring an HR Administrator; you're welcoming a driven and compassionate professional who is devoted to making a meaningful impact on both your team and your organization.

WORK EXPERIENCE

HR Administrator, GAK Enterprises, Milton Keynes

Sep 2023- Present

- Provided high-level administrative support ensuring smooth workflow and documentation. Took on additional tasks as delegated by the Team Leader/Manager.
- Proficient in HRIS and Workday. Managed data with advanced Excel skills, including pivot tables and VLOOKUP. Skilled in Word and PowerPoint for HR records and employee engagement.
- Expertise in SharePoint to streamline processes. Maintained meticulous client records, prepared documents, and managed onboarding paperwork (new starters induction and filing all new employee documents -hard copy and digitally).
- Oversee the recruiters' metrics to enhance efficiency. Deployed LinkedIn to optimize talent acquisition and enhance employer branding by consistently posting job openings.
- Led the acquisition of sponsorship licenses and negotiated competitive insurance quotes, demonstrating prudent decision-making regarding costs. Played a crucial role in ensuring the accuracy of the employee database, maintaining compliance with company policies and legal requirements.
- Actively engaged in recruitment activities, including candidate sourcing, resume assessment, interview coordination and employee engagement initiatives, and organizational change endeavors.
- Skilled in managing multitasking and prioritization to meet deadlines and organizational objectives. Involved in website relaunch content development.
- Receiving Business Development (BD) training to improve efficacy and explore potential career trajectories and advancement prospects within diverse organizations through collaboration inquiries.

Recruitment Analyst, Xcelyst

May 2023- Aug 2023

- Successfully sourced and identified candidates for multiple positions by actively utilizing online platforms like LinkedIn, Monster, Indeed, Dice, and Signal Hire, while also completing applicant pre-screening and arranging interviews for hiring managers.
- Maintaining regular communication with candidates throughout the recruitment process, including sending out interview confirmations, updates on the status of their application, and feedback after interviews.
- Ability to handle sensitive and confidential information with complete discretion, emphasizing your commitment to maintaining the highest standards of confidentiality.
- Sourced candidates with backgrounds in:
 - IT: Software development, cybersecurity, data analysis, and IT infrastructure
 - Finance: Financial analysis, accounting, investment banking, and risk management.
 - HealthCare Industry: Nursing, healthcare administration, medical research, and pharmaceuticals.

Technical Support Engineer, Hewlett Packard Inc, India.

April 2023- June 2023

- Identified and resolved technical problems efficiently, utilizing strong analytical and problem-solving skills.
- Delivered exceptional support to resolve client issues, ensuring seamless operation of software and hardware systems.
- Proficient in managing and prioritizing tickets, delivering professional and courteous customer service, and maintaining a positive and helpful attitude to meet client needs.

EDUCATION

Masters in Engineering Management (MSc) | University of Huddersfield
Huddersfield, United Kingdom.

Jan 2021 - Jul 2022

Bachelors in Computer Science Engineering (B. Tech) | Dayananda Sagar College of Engineering
Bangalore, India.

Aug 2016 - Jun 2020

AREAS OF EXPERTISE

Tools:

HRIS (Human Resources Information Systems), MS Excel, PowerPoint, Microsoft Office, Programming languages (Basics of C, Python, MySQL, HTML, PHP, CSS, Arduino) and Recruitment Platforms.

CORE COMPETENCIES:

Confidentiality, Employee Records Management, Strategic Planning, Decision-Making, Problem-Solving, Analytical Thinking, Leadership, Time Management, Organizational Skills, Innovation, Empathy, Negotiation, Performance Management, Team Building, Communication and Customer Service Orientation.

PROJECT ADDENDUM

- RFID-based Attendance System – using Arduino and Microcontroller
- Art Gallery Management System - using Oracle database and MySQL
- Hand Gesture Recognition System – Anaconda prompt and Machine Learning
- Energy Harvesting for IoT-enabled sensors in Condition Monitoring Networks – using Arduino and Microcontroller

SEMINAR

Leadership/ ISASummit (2022, September). Presented at Novotel Conference, London

The focus of the agenda was centered around Startup/Entrepreneurship, honing communication abilities, crafting a compelling value proposition, developing essential business skills, and cultivating client relationships. I had the privilege of engaging with multiple Vice Presidents and Managerial leaders from diverse companies, where I effectively organized their insights and perspectives on achieving success.

ACCOLADES

- Received a certificate for submitting a research paper to IJRASET - International Journal for Research titled -Hand Gesture Recognition System.
- Centre for Innovation and Leadership by Personality Development

NOTE: I hold a valid work permit in the UK, and I can start working immediately, I can relocate if necessary.