

HR EXECUTIVE

Professional Summary

Forward-thinking HR Generalist highly effective at adapting to evolving market plans and the needs associated with company expansion.

Skills

- New employee orientations
- Compensation and benefits
- Termination procedures
- In-depth knowledge of HR Compliance
- Project management
- MS Office proficient
- Knowledgeable in all HR Systems
- Team building
- Employee recruitment
- Interpersonal Skills
- Good Communication Skill
- Fast learner
- Flexibility

Work History

11/2012 to 09/2014

HR Executive Company Name " City , State

- Developed company personnel policies, standard operating procedures and employee handbooks.
- Developed and facilitated all new-hire orientations.
- Conducted employment verifications and investigations.
- Built a comprehensive employee recruiting strategy.
- Developed and enforced company policy and procedures relating to all phases of human resources activity.
- Managed all aspects of leave administration, including employee notifications and vendor management, disability programs and health benefits.
- Established and monitored employee pay scales.
- Conducted job analysis and job evaluations, resulting in quality job specifications.
- Developed innovative new-employee orientation programs, including safety training.
- Updated key human resource metrics, including turnover and terminations, using reporting tools on the HRMS database.
- Shadowed employees to determine an accurate description of the duties and skills required for each position.

Education

2012

MBA : Human Resource

Crescent Business School - City , State

- Emphasis in Human Resources
- Minor in Systems
- In a study of Professional in Human Resources certificate (PHR)
- Organizational Training and Development seminar
- 8.6 GPA

2006

High School : Computer Science

Lady Sivaswami girls Higher Secondary School - City , State

- 7.1 GPA

2010

B.E : Computer Science Engineering

Lord Venkateshwaraa Engineering College - City , State

Accomplishments

- Organization Design & Development Project Management Compensation Management International Human Resource Management Managerial Behavior & Effectiveness System Analysis & Design Industrial Project Ashok Leyland (Indian automobile manufacturing company) Mar'12 - Apr'12 (2 Months) Developed a HR Metrics including a Drill to Detail option, allowing users to "see the people behind the numbers." Integrated trends requiring intervention and facilitated for internal benchmarking Incorporated the aspects of Training & Development, Reward System, Benefits, Motivation, Corporate Social Responsibility & Safety for developing the balance score card The metric and scorecard was put into use in the Ennore plant since May & the same was highly appreciated by the plants core team Ashok Leyland (Indian automobile manufacturing company) Feb'12 - Mar'12 (1 Month) Completed a Project on "Organizational Climate" in "Ashok Leyland's corporate office, Guindy.
- Prepared & conducted a survey with the corporate office employees on the Environment, Management Effectiveness, Involvement, Rewards and recognition & Commitment aspects Proposed solutions for the aspects where we were lacking behind than the internal benchmarked value Experience (1 year 10 months) Dr.Kamakshi Memorial Hospital Pvt Ltd Nov'12 - Sep'14 Working in the core quality

team to obtain National Accreditation Board for Hospitals & Healthcare Providers (NABH) certification Revamping the organizational structure & redesigning effective on boarding processes and tools to facilitate the integration of new employees Core Team member facilitating the feasibility study of an integrated payroll package,EPF,ESI and all Statutory Compliances for the hospital employees.

- Acting as a Training Coordinator cum Trainer.
- Maintaining leave records database, all employees credentials, personal records, Training tracker and training calendar etc.
- Preparation of SOP's, HR Manuals, Join score cards, Proposing & Salary increments, Preparation of salary statement.
- Arranging and conducting Interviews, Initial Screening the candidates.
- Preparing and Issuing of HR Offer letters, Appointment letters.
- Preparing & Conducting Induction programme of new onboarding employees.
- Proper Training upgradation programme for the employees & Evaluating the effective of training programmes.
- Preparation of KPI/KRA's for all the designation.
- Attend to Employee's Grievances & Complaints & provide guidance if necessary.
- Internship SAP implementation for Export department Studied the logistics business process in exports business of Ashok Leyland As core team member prepared the order to cash and Make to deliver As-Is process for SAP implementation Search Engines & web crawling Completed a project in web crawling for faster indexing & for enhancing the speed of search engines Extra Curricular Activities Completed Certified Associate in Project Management (CAPM) certification course from Project Management Institute(PMI) Attended Therapeutic Communication Training
- Conducted a National-level workshop on "Work Life Balance" to staff and non-teaching staff of Crescent Business School.
- Presented a working paper on "Industrial Relations in coca cola" in Vels University.
- Attended a conference on "Entrepreneurship management" in ISBR Business School As an active member of HRD CLUB, was responsible for arranging quarterly Conferences & alumni meetings Won the college level event in Tennikoit and acted as a Captain of the team.

Skills

C, C++, English, Hindi, Java, Languages, Microsoft Office, SQL, Visual Basic 6.0