###### CAREER OBJECTIVE

To become a competent professional in the field of HR by using my expertise and skills.

**PROFESSIONAL SUMMARY**

* 6+ years of experience in Core HR, recruitments (internal and external).
* Excellent knowledge of principles and procedures for Manpower Planning, Recruitment, Resourcing Selection, Induction, Training, Performance Appraisal, Payroll Management, Compensation and Benefits, Motivation and Retention, HR Policies and Processes.
* Positive attitude, Positive outlook and result oriented.

**Areas of Expertise include:**

* Benefits/Payroll Administration
* Employee Relations
* HR Policies and Procedures
* Team Building/Morale Building
* Employee Counseling
* Confidential Record Keeping
* Staff Recruitment and Retention
* Disciplinary Procedures
* Employee Development and Training

**PROFESSIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **COMPANY** | **DESIGNATION** | **YEAR** |
| **ORACLE SSI** | **RESOURCE ANALYST** | **2010-TILL DATE** |
| VERINON TECHNOLOGIES | HR EXECUTIVE | 2006- 2009 |
| BHRIGUS SOFTWARE | HR TRAINEE | 2005-2006 |

##### EDUCATIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.NO | UNIVERSITY | QUALIFICATION | SPECIALISATION | YEAR OF PASSING |
| 1 | Dhruva College of Management, Hyderabad | PGDBA | HR and Marketing | 2005 |
| 2 | Utkal University, Orissa | B.SC | Chemistry | 2003 |
| 3 | Kendriya vidayalaya | C.B.S.E | - | 2000 |
| 4 | Kendriya Vidayalaya | SSC | - | 1998 |

## EMPLOYMENT SUMMARY

1. **Oracle SSI (through Caritor Solutions Private ltd) (March 10-TillDate)**

* Liaise between Competency Managers (CM) and other stakeholders like DRAs, Delivery, Industries and Services and fulfill the resource requirements.
* Complement CM’s by providing them inputs on demand received and respective actions taken on weekly basis.
* Interact with CM and address the requirement within one Business day.
* Ensure that consultants CVs are according to GSKM format.
* Ensure that Bid code is created by stakeholder before sharing consultants CVs.
* Adhere to SSI Resource Process.
* Engage with all stakeholders – DRA/Services/Industries/Delivery for demand and supply.
* Ensure overall satisfaction of stakeholders by addressing their requirements.
* Track requirements through the Demand Vs Supply File. Share the same with respective groups on a weekly basis (EOD Friday).
* Manage Bench accuracy by periodic update.
* Use Oracle E-business tool called EPM for consultant allocations.

1. **VERINON TECHNOLOGY SOLUTION PVT LTD**

**Responsibilities:**

* Sourced consultants from various job Portals and short-listed Resumes.
* Responsible for recruitment of IT professionals (Contract as well as Full Time Positions).
* Handled APAC region placements and US recruitments.
* Managed the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements from the Project Managers/ Project Heads.
* Sourced from Consultants/various job Portals and short-listed resumes.
* Validated the candidates regarding their skill sets, CTC and Notice Period and chose the right candidates for the right requirement.
* Involved in continuous Head hunt to build a rich talented pool of resumes of various technologies, domain, function and levels.
* Supported direct clients and preferred vendors located nationwide for positions.
* Developed qualified leads from networking, employee referrals, cold calling and extensive use of Internet researching techniques.
* Negotiated Rates and scheduled interviews with Client.
* Sourced potential candidates through Internet resources, referrals and Job fairs.
* Maintained Job postings on various Internet sites. Identified potential consultants working on fast moving skills.
* Maintained Database of consultants and consultancy firms. Built up a pipeline of qualified candidates in the areas of **.NET, Java, SAP, Oracle, Siebel etc**.
* Worked for recruitment of candidates working on various technologies for H1B processing.
* Performed Reference checks for candidates.

1. **BHRIGUS SOFTWARE INDIA PVT LTD**

**Responsibilities**

* Issued offer letters to the new joinees, maintained their personal files, formatted their resumes and customized them for internal and external use.
* Interacted with employees, understood their problems/concerns and tried to resolve them thereby improving their morale.
* Processed monthly leave information for payroll. Collected and consolidated monthly Sodexho information from all employees.
* Performed preliminary processing of payroll and sent it to HR Manager for approval.
* Initiated the performance appraisal process. Gave the total score and sent a report on the training requirement needs which arose from the performance appraisal.
* Conducted exit interviews and provided feedback to the management.
* Studied the cause of attrition rate in the company and tried to minimize it.

#### TECHNICAL SKILLS

MS Office

PERSONAL DETAILS

* **Date of Birth:** 18th November 1982.
* **Nationality:** Indian.
* **Languages:** English, Hindi, Telugu and Oriya.
* **Strengths**: Adaptability, Communication Felicity, Interpersonal Skills and

Leadership Propensity.

* **Areas of Interest**: Classical dance, Classical singing and Reading.