**SWARNALATHA S.**

**Senior HR Executive/Operations**

Contact: +91-9611821906/ +91-8050664316 **Email**: swarnalatha.s211@gmail.com

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### ****Professional Summary:****

**MBA** in **HR** from **National School of Business (NSB)**, with **2+** years of experience as **HR.** Self-motivated person with strong Communication and Interpersonal skills. Well-acquainted with Hiring procedure, Recruitment activities, Talent Acquisition, Employee Engagement, HR Operations and have excellent negotiation skills. Ability to work with multiple stakeholders and help utilize my superior communication skills and knowledge of domain.

* An expert HR executive with proven expertise in implementing the various HR **policy** and **procedure**, **recruitment process** with having 2+ years hands-on experience.
* Assisted the recruitment team in **screening**, **interview scheduling** and co-ordination for open requisitions. Supporting **Weekend Drives** and also individually handled weekday drives.
* Conducting first round of **telephonic interview** to screen the profiles before sharing them with internal stakeholders.
* Single point of contact for all the **Preboarding**, **Onboarding** formalities and Day-1 new joiner orientation, **Induction** and completing **joining formalities** and documentation.
* Preparing the **onboarding** **kits** for the new hires and guiding them with their queries as needed.
* Developed employee onboarding programs like initiated and administered a **welcome-mail policy** to all new joiners, Buddy Program, New Joiner 1-3-9 feedback surveys.
* Experience in handling end-end **Background Verification.**
* **Letters** - Preparing various employment letters like offer letter, appointment letter, probation confirmation letter, increment letter, warning letter, experience letters.
* Actively handling **employee grievances** related to PF, insurance with external consultants.
* **Employee Engagement** – Organising Fun Fridays, festival celebrations, organising employee clubs, Initiated regular Birthday mailers.
* Compiling monthly new joiner **payroll** file and input various new joiner details in **HRMS** tool.
* Handled Attendance and Leave management on HRMS Tool and solving related issues in consultation with external vendors. (GreytHR tool)
* Designed & executed Employee Exitfeedback forms. Also conducting **Exit Interviews** andpreparing **full and final inputs.**
* Conducting **Employee Satisfaction Survey** and executed **R&R** programs on quarterly basis.
* Organising quarterly contractors vendor **audits**.
* Maintain the personal records of employees.

**Appreciations:**

* Received appreciations from Chief Human Resources Officer (CHRO) for successfully implementing the **Pre-Boarding** and **Onboarding** process in Allegion plc.
* Received appreciation for implementing Buddy Program as a part of **Onboarding** program in my current company.

**Employment Archive:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **From** | **To** | **Designation** |
|
| **K12 Techno Services** | Aug-2019 | Till Date | Senior HR Executive/Operations |
| **Allegion India Pvt Ltd**  **(Payroll of CareerNet Technologies Pvt Ltd)** | Nov-2018 | Jul-2019 | HR Executive |
| **Pulse Secure Technologies Pvt Ltd** | Jul-2018 | Oct-2018 | Talent Success |
| **Accenture India Pvt Ltd** | Jul-2014 | Aug-2015 | Software Engineer-DevOps |

**Academia:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Degree** | **Secured** | **Year of Passing** |
| **Academic Qualification** | **MBA** (**Human Resources**), National School of Business (**NSB**) – Full Time | **70 %** | 2018 |
| **BE,** University Visvesvaraya College of Engineering (UVCE) – Full Time | **79.35 %** | 2014 |
| Class XII | **92.33 %** | 2010 |
| Class X | **93.44 %** | 2008 |

**Skills:**

* Well versed in **Microsoft office** tools – Word, Excel, PowerPoint.
* HRMS Portals - **Workday, ADP, GreytHR** and **BambooHR**.

**Personal Details:**

**Date Of Birth :** 20 Nov 1992

**Linguistic Abilities** : English, Tamil, Kannada and Hindi.

## Reference:

Professional and personal reference can be provided on request.