

# USHA RAVEENDRA

Human Resource Generalist



[usha.raveendra@yahoo.co.in](mailto:usha.raveendra@yahoo.co.in)



8277116815



Vijayanagar,  
Bangalore

## SKILLS

Good Communication

Problem Solving

Adaptability Collaboration

Strong Work Ethic Time

Time Management

Organizational skills

Documentation & policy making

## EDUCAITON

- **MSc**  
(Information Technology) KSO  
University, Mysore – 2006
- **PG Diploma in Computer  
Application**  
Madurai Kamarajan University  
Bangalore 2004
- **BSc(Electronics)**  
Bangalore University, Sri  
Bhagawan Mahaveer Jain  
College 2002.
- **PUC (PCMB)**  
KLE S. Nijalingappa college in  
1997.
- **SSLC** New Cambridge  
English School - 1995

## PROFESSIONAL SUMMARY

Versatile HR Executive offering proven skills in HR administration. Strategic planner with strong communication skills and attentions to detail. Increasing productivity and team motivation through proactive approaches.

## EXPERIENCE

**5+ years of extensive experience in HR Management.**

**Human Resource Generalist(compensation and Benefits)**

*Vaysinfotech / August 2016 – Present*

- Coordinated, managed, and provided administrative human resources duties to ensure smooth operations
- achievement of daily objectives
- Managed the entire **payroll compliance** Activities (**Saral pay pack**).
- Worked with senior management to create HR **policies and procedures**; and develop orientation, induction and incentive programs.
- Facilitated in administration of **performance appraisals**, bonuses and employee relations, employee engagement, solving queries and grievances of the employees.
- Leave-attendance management, ensuring **workforce management** and planning.
- Ensured smooth process of exit formalities along with **full and final settlement and also Induction**, joining, formalities
- Interaction with higher client managers regarding PO renewal and requirements sharing.
- Managing the HR team who would directly report to me.
- Handling the end to end IT recruitment process,
- Follow up with the candidates till the on boarding process

### Previous EXPERIENCE

**Tech Next Innovations Pvt. Ltd / January 2016 – July 2016**

**Designation: HR Recruiter**

**Responsibilities:**

- Handling the end to end IT recruitment process,
- Follow up with the candidates till the on boarding process
- Worked on different Portal (Naukri, Monster, Times now and linedin)

~HR Policies & Procedures    ~HR Generalist Activities    ~Human Resource Planning  
~ Performance Management    ~Selection & Recruitment    ~Compensation & Benefits  
~ Employee Engagement    ~Team Management

### Roles And Responsibilities - Present

#### **HR Generalist:**

- Working in partnership with the leadership and operational management teams to identify opportunities and areas of improvement to support improved organizational and people performance in line with business needs
- Contributing to development of the organization's business strategy, provided HR expertise and support to the achievement of strategic business goals, participating in negotiating the quotation with the clients.
- Developing HR Communication content related to notifications, initiatives & programs

#### **On boarding**

- Taking Care of complete On boarding activities like joining formalities of the employees.
- Documentation of new joiners, Verification of all education & employment documents.
- Preparing Offer letters, Salary Breakup
- Issuing the offer letters and explains the salary details.
- Necessary formalities for bank opening account.

#### **Administration**

- Creating the employee ID.
- Updating Employee information
- Maintenance of employee files confidentially.
- Maintaining employee's personal files & records in a proper manner.
- Direct contact for the clients and interacting with the clients for all purposes(PO renewal, PO process, billing process, etc)
- Managing the recruit team.

#### **Payroll**

- Entering employee details and salary breakup in Payroll software (**Saral Paypack**).
- Workout on salary calculation and sending to respective departments.
- Managing leave attendance, over time calculation and generating muster roll for every month.
- Generating salary sheets and processing them to finance department.
- Follow up finance department till salary transfer.
- Issuing the pay slips to the employee.

#### **Statutory Compliances**

- I.P Registration of new employees, preparation of monthly IP contribution and uploading in ESI portal. generate online challan on every month.
- Registration of new employees in PF and generating PF number and UAN.
- Generate online challan for PF and ESIC on every month and sending to finance department.
- Coordinating with finance department regarding PF, ESIC payment..
- Generating, activating UAN numbers to the employees.
- Monitoring the P.F, Pension Withdrawal and Transfer Forms.

#### **Full & Final Settlements Retention & Exit Formalities**

- Processing Full & Final settlements of left / resigned employees.
- Providing necessary information to other companies regarding background information of the ex employee.
- Reviewing and analyzing exit interview feedback obtained, to establish the attrition trend across the business units at all levels, and provide feedback to the business and senior leadership where appropriate.
- Completing the exit formalities of the resigned employees (Exit Interviews, Clearance from all departments, Issuing Relieving & Experience letter)
- Taking care of smooth exit process of employee.

### **Recruitment (part time)**

- Direct contact with client for requirements and closures, interacting with the recruitment team and client, and managing the closures with the team on time.
- Looking after over all recruitment process and to work on requirements of the organization and filling the vacancies in time with suitable candidates.
- Coordinating with client and concerned department and understanding the requirement.
- Sourcing for the profiles in different job portals as per requirements
- Communicating with the candidate and client and scheduling the interview
- Negotiate and close on salary discussions with candidates.
- Follow up candidate till the joining.

### **Learning and Development**

- Planning, and sometimes delivering inductions for new staff.
- Delivering awareness regarding the HR process like (NO DUES SUBMISSION, F&F, PF, UAN) to the employees.
- Actively participated and organized Office activities for Employees during occasions.

### **Other Areas**

- Coordinating with the clients through emails, telephone.
- Periodically monitor issuing of appointment letter, hike letter, confirmation letter and relieving letter
- Involving in employee engagement activities.

### **Handling Employee Support/ Employee Relations:**

- Effectively handling Employees Cases/issues related to salary, increment, promotion, transfer etc.
- Handling and answering routine queries regarding policies and processes, employee benefits, appraisal issues etc.
- Handle disciplinary issues and ensuring prompt resolution within committed timelines.
- **Managing employee welfare & benefits** with active involvement in the development and implementation of policy documents and handbooks for employee reference, including policy renewals, enrolment, conveying complete employee information to the vendor, delivery of benefits, addressing employee queries about benefits and off-boarding the employees
- **Coordinating with consultants** for PF; assisting employees in transfer and withdrawal of PF and resolving their queries
- Encouraging people to actively participate in the activities and enhancing **employee engagement**

## **EARLIER EXPERIENCE**

**Tech Next Innovations Pvt. Ltd / March 2013 to Dec 2015**

**Designation: Software Test Engineer**

**Macmillan India Limited, Bangalore / Feb 2005 – Feb 2007**

**Designation : System Operator – XML Coder**

**Shiv e Technologies Pvt Ltd (closed) / Feb 2002 – Feb 2005**

**Designation : System Operator – XML Coder**

### **HOBBIES**

Reading Socializing  
Traveling & Food explorer  
Learning new technologies

### **PERSONAL PROFILE**

**Date of Birth:** 2nd April 1979  
**Husband :** Raveendra Kundhapur  
**Languages:** English, Kannada, Hindi

### **Declaration:**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.