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| Divya Selvaraj  5384 Shawbury Lane, Lewis Center, OH- 43035 **·** 4794260302  divu.selvaraj@gmail.com |
| Objective Seeking for an opportunity to join an organization committed to growth, where I can utilize my skills in HR Information Systems to build a rewarding career and becoming an asset to the company. I am a team player and believe in collaboration with my co-workers and throughout the organization. I am well organized and detail oriented with efficient time management and prioritizing skills. I am a quick learner and adaptable to any environment with good problem solving skills. |

# Experience

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| December 2019 – April 2021HRIS Analyst, Aaa ohio auto club  * Responsible for implementation, review, and testing of HRIS upgrade to Ceridian Dayforce for an organization with 700 employees * Subject Matter Expert for Ceridian Dayforce after implementation by being the sole contact to the vendor and owning the vendor management relationship * Extracted data from legacy systems by writing queries in MS Access to generate reports as needed for migration * Maintained HRIS tables within HRIS Systems to reflect current HR policies * Collaborated with operational and technical staff to support the application upgrade * Created jobs and positions in HRIS as per the changing needs of the organization * Processed new hire and termination forms in HRIS by being meticulous about details * Worked with internal customer to determine, develop and maintain moderate to complex HR reports to support data requests * Resolves help desk inquires related to Ceridian Dayforce after implementation * Learned and assisted in employee benefits module of Dayforce by working on benefits enrollments, COBRA, 1095-C |
| August 2018 – December 2019hr operations support analyst, Vaco Columbus, LLC  * Learned, optimized, and updated Bullhorn CRM Software for a consulting firm with 150 employees * Learned and provided administrative support to employees using UltiPro HRIS * Assisted in onboarding new consultants for client companies using Bullhorn Back Office Support * Coordinated with the financial team to source candidates using various job portals * Assisted in updating the Candidate Interview Sheet for various teams * Updated available opportunities from job portals, on weekly basis to the respective teams * Shadowed in various interviews for vital positions like CFO, Controller, President * Helped in organizing client interviews by greeting candidates and assisting in initial check-in process  may 2017-august 2017hr intern, nexteer automotive  * Gained hands-on experience in Talent Acquisition domain of HR * Devised a Training program for supervisors of salaried engineers * Identified and updated the Roles and Responsibilities module under the training program * Devised a user guide for the supervisors, instructor guide and presentation for the mentors * Shadowed the HRBP of hourly employees in the plant, for the New Hire Orientation  june 2010 – january 2014project coordinator, Wipro technologies  * Managed a team of three while coordinating daily tasks and providing performance feedback * Assisted in interviewing, onboarding, mentoring, and preparing status reports of new team members * Organized technical presentations and cultural events with the HR team * Preparing necessary documentation and presentation materials for meetings * Supported software quality assurance to ensure product stability for customers |

# Education

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| may 2018MASTER OF HUMAN RESOURCE MANAGEMENT, The Ohio State University- Fisher College of business GPA: 3.5 |
| Month YearBachelor of engineering in computer scinece, Visvesvaraya Technological University- Vemana Institute of Technology GPA: 3.5 |

# Skills

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| * Strong understanding of HR process and data * Strong understanding of HRIS design, structure, functions and processes * Member of National Social Service | * Proficient in MS Access and Excel * Possess high-level of attention to details * Team player * Volunteered at Global Service Day in 2017 |
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**References are available upon request**.