|  |
| --- |
| Divya Selvaraj5384 Shawbury Lane, Lewis Center, OH- 43035 **·** 4794260302divu.selvaraj@gmail.com  |
| ObjectiveSeeking 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

|  |
| --- |
| 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

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

# Skills

|  |  |
| --- | --- |
| * 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
 |
|  |  |

**References are available upon request**.