

**Monisha P**

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**Objective:**

A competent and dynamic HR professional with a MBA degree in Human Resource and work experience with strong leadership, business acumen and interpersonal skills that helps in driving organizational and talent strategies.

**Professional Experience:**

Currently Working with InTimeTec Visionsoft Pvt Ltd., - Assistant Manager-HR  
(Aug 2017- Till date)

Talent & Analytics India Private Ltd- HR Senior Consultant (Jan 2015-Aug 2017)

Perfect Axis Company Bangalore. Business Development Executive (Oct 2014-Dec 2014)

Formac (Syncomint) company, Bangalore. Business Development Manager & Human Resource (May2013-Sept -2013)

**InTimeTec Visionsoft Pvt Ltd., - Assistant Manager-HR - (Aug 2017- Till date)**

**RESPONSIBILITIES HANDLED:**

**Induction & Orientation:**

- Handled the joining formalities, Facilitating Induction, Orientation and On-boarding of Trainees and Lateral Hires & Co-ordination with the Departmental Heads/Line Managers to ensure the effectiveness of the Orientation Program
- Designed and developed programs for induction, mentoring and employee integration.

**Campus Relations & Campus Recruitment:**

- Responsible for all campus related engagements.
- Established the campus hiring process from scratch.
- Prepare the campus branding material

## **Talent Acquisition:**

- Involved in the full life cycle of the Recruitment Process starting from mapping, sourcing, screening, evaluation, scheduling interviews, follow-ups, offers, and reference checks
- Selecting the best talent by employing standardized assessment techniques such as Job application forms, Interviews and administering pre-employment tests.

## **HR OPERATIONS**

- Initiate, develop, design, implement and administer strategic human resources policies, guidelines & procedures for employees & organizational development
- Maintaining documents and letters viz. Offer, Joining, Appointment, Confirmation, Increment, Promotion, Appraisal, Relieving, Service Certificates & Disciplinary Action.
- Preparing the HR Process Tracker (Recruitment, On- Boarding, Confirmation, KRA & Exit Process)
- Vendor Management & Empanelment for Internal & External HR Branding Initiatives

## **HRIS (HUMAN RESOURCE INFORMATION SYSTEM) MAINTENANCE**

- Maintain, Manage and Update complete Monthly Manpower Details, Salary Database, staff personnel records and files & Preparation of HR Reports.

## **EXIT PROCESSES**

- Conducting Post Resignation Retention Dialogue meet
- Analyzing the exit feedback & recording trends from the findings.
- Communicating exit formalities to resigned employees about handover of belongings, queries regarding relieving & experience letter etc.
- Conducting Exit Interview

**Events:-**

- Organized regular company offsite and Lab meetings. □ Organized company events.

**Talent & Analytics India Private Ltd- HR Senior Consultant (Jan 2015-Aug 2017)****RESPONSIBILITIES HANDLED:**

- Responsible for handling the entire recruiting cycle such as sourcing, screening, contacting and submitting resumes.
- Confirming, interviewing, and placing the qualified consultant.
- Responsible for preparing search strings, sourcing consultants and short-listing the resumes depending on the requirements.
- Speak to the consultants/employers regarding their technical skills, interest, availability and convince/negotiate them regarding pay rates.
- Pre Screening of potential consultants in terms of their qualification, work experience, reference checks and remuneration etc.
- Take the preliminary round of the HR interview. Responsible for submitting resumes to the manager.

**Perfect Axis Company Bangalore - Business Development Executive (Oct 2014-Dec 2014)****RESPONSIBILITIES HANDLED:**

- Client visiting
- Promoting the company
- Cold calling □ Inside sales
- Generating new clients by networking
- Set up meetings between client decision makers and company's practice leaders/Principals.
- Work with team to develop proposals that speaks to the client's needs, concerns, and objectives

- Work with technical staff and other internal colleagues to meet customer needs.

### **Formac (Syncomint) -Business Development Manager & Human Resource (May2013-Sept -2013)**

#### **RESPONSIBILITIES HANDLED:**

- Creation of Company profile in Social networking websites: Linked In, Facebook.
- Identify potential clients, and the decision makers within the client organization.
- Research and build relationships with new clients.

#### **Professional Education:**

**Master Of Business Administration** affiliated from VTU Passed in 2013 -68%

#### **EXTRACURRICULAR ACTIVITIES**

- MBA Department & Magazine coordinator, Volunteer in inter-college fest event.
- Paper presentation

#### **Personal Details**

Date of Birth	: 01-02-1991
Sex	: Female
Nationality	: Indian
Address	: D/O PANCHATCHARAM, #807, 6th E cross, 3rd main Road, Prakash Nagar, Bangalore – 560021
Languages known	: English, Kannada, Tamil and Hindi.

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Monisha P**