Santhosh Megavath

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**Summary:**

To excel in the field of Human Resource by giving the best to the organization and to create opportunities to improve and broaden my skill set to ensure that I can continue to be an asset for the organization.

**Education:**

**CBIT**

MBA (Human Resources)

Hyderabad, Telangana.

Post Graduated January 2013

**Employment History:**

**CronJ IT Technologies Pvt. Ltd**

HR-Executive

Bangalore, Karnataka

November 2014 to 30th July 2019

**Recruitment Proficiency:**

* Experience in full life cycle of Recruitment. Hands on experience in Working for Various domains like IT Software, Non-IT.
* Good in sourcing the Suitable profiles through various job Portals, references, social networking sites and Internal and external Databases.
* Good in Conducting Initial Screening and Preliminary interviews. Initial Screening of Candidates Resumes based on Job Requirement.
* Scheduling Interviews, follow ups.
* Levels Hired For: Junior level, Mid-level and senior level.
* Employee engagement connects and communicates activities attrition management and report.
* Regular discussion with recruitment team domain support function or business leads

**Talent Management:**

* Find out Developmental areas and plan for Trainings with critical thinking, problem.
* Support in facilitating and Identification of Training needs(training need
* Assessment sheet) and Organizing Training across levels.
* Driving and Execution of HR Policies, Procedures:
* Communicating HR new policies, procedures and programs across organization like
* Leave, Travel, Med claim, Induction, Recruitment, Exit, Welfare, Ethics, Code of conduct etc.
* Making and Maintaining of Weekly and Monthly recruitment reports to support.

**Campus Hiring Process:**

* Planning hiring plans, Ensure the successful execution of campus recruitment effort,
* Which entails strategizing recruitment efforts, and overall execution of activities on campus?
* Cost efficient and Effective hiring strategies.
* Compensation and Benefits:
* Monitoring the salary structures and identifying the areas of improvements.

**Training and Development:**

* Training. Ability to influence and partner with different support functions for training.
* Provide training on implementing and executing various marketing strategies to seek business opportunities from potential customers.

**HR-Generalist**

* Provide administrative support on staffing to HR and business managers
* Responsible for tracking Performance Appraisal submissions and Individual Development Plans completion
* Responsible for new entrant’s Onboarding, Induction & Grievance Handling Onboarding
* Giving insights about the work & culture of the organization.
* Provide administrative support in HR-related matters such as salary and bonus planning, and employee survey administration
* Manage day-to-day HR operations including, but not limited to, onboarding, cross-border transfers, recruitment and exit process administration
* Responsible for monthly HR-related reports
* Onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance. Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
* HR activities- Attendance and leave management.Salary Calculation, New Jinee formalities, Bond/Agreement management

**Administration & Operation:**

* Provide general HR administrative assistance in the region and in providing an office based link between the operations and HR function
* keep effective relationships with internal and external stakeholders including employees, line manager, providers
* Employee relations/litigation file management – assist in the organization and maintenance of corporate HR filing according to established procedures
* Effective Management & work allocation from the HR Shared Services mailbox, ensuring a prompt accurate response is provided within 48 hours
* Assists Managers by providing timely training, coaching, oversight on disciplinary issues and guidance on promotion and transitional decisions for their staff
* Advanced PC skills with proficiency in MS Office including MS Word, Excel, and PowerPoint.