

CURRICULUM VITAE

KAVYA.L

MAIL : kavyapraveen1623@gmail.com

PHONE : +91 9740153014 / 8310782913

W/O PRAVEEN.L.O
#14, 5th CROSS, KUVEMPU ROAD
CHIKKALASANDRA
SUBRAMANYA PURA POST
BANGALORE-560061

Career Objective:

To secure a position in human resource management, that would entrust me with an opportunity for using my expertise and experience in handling the wide range of HR functions, contributing towards development of organization.

Technical Expertise:

Operating System : Microsoft Windows 7/8/10.
Packages : MS-Office, Google Sheets.

Professional Experience:

- 1. Company** : TEAM LEASE SERVICES LTD
Designation : Senior Career Consultant – Promoted as Hiring Coordinator on Aug 2019
Duration : March-2018 to July-2020

Key Responsibilities:

- Managing Interview Process PAN India.
- Co-ordinate and schedule technical and HR interviews.
- Single Point of contact for walk-in candidates.
- Act as a helping hand for HR team.
- Performing employee engagement program.
- Managing and working on basic reports.
- Managing campus hiring and recruitment.
- Maintaining attendance and leave management PAN India.
- Handle and schedule interview calls PAN India.

- 2. Company** : IKYA HUMAN CAPITAL (A DIVISION OF QUESS CORP PVT LTD)
Designation : HR Executive
Duration : June-2017 to March-2018

Key Responsibilities:

- Sourcing the profiles (IT/ Non IT recruitment) from job portals & consultants.
- Scheduling Interviews with respective APM's and ASM's.
- Conducting the HR interviews for selected candidates & making final offer.
- Creating OMS I'd and generating the offer letters.
- Coordinating with client regarding joining formalities of new join through email.
- Taking approval mails with clients.
- Issuing the offer letters, store permission letter, transfer letters.
- Exit formalities.

3. Company : KRISFO INFOTECH SOLUTIONS PVT LTD

Designation : HR Generalist.

Duration : Aug-2016 to May-2017.

Key Responsibilities:

- End to end Recruitment - Screening, Preliminary interview, Selection, Recruitment, Joining formalities, Induction program, Appointment letters.
- Design & modify Job Description, Job Specification for every role based on the Inputs from department Heads.
- Attendance, Leave Management & Documentation.
- Payroll, Salary administration & related activities.
- Preparing & issuing various letters: Offer letter, appointment letter, Salary Hike letter, Transfer letter, Relieving letter, experience letter etc.

Internship program:

Completed project on HR topic,

“A study on significance of emotional intelligence and its impact on job satisfaction”
at Fossilace Ltd, Bangalore.

Skill & Strengths:

Ability to work independently and as a part of team. Positive attitude and self-confidence.
Not easily distracted by repetitive procedure and hard working.

Educational Qualification:

Class/Course	School/College	Aggregate
MBA (Full time) HR & Finance	JSS Academy of Technical Education	68.80%
BCA	SVFG College, Bangalore	63%
XIIth	SV College, Bangalore	48%
Xth	Vijaya High School, Bangalore	56%

Hobbies:

Travelling, Music, Movies & Cooking.

Language Skills:

Language	To read	To write	To Speak
English	*	*	*
Hindi	*	*	*
Kannada	*	*	*
Telugu	*	*	*

Personal Details:

Husband Name : Praveen L.O
Date of Birth : 23-03-1991
Marital status : Married
Permanent Address : #14, 5th cross, Kuvempu road, Chikkalsandra,
Subramanyapura Post, Bangalore – 560061.

Declaration:

I assure that the above stated information are true, complete and correct to best of my knowledge and belief.

Place: Bangalore

(KAVYA.L)