

ENTRY LEVEL HR EXECUTIVE

G KEERTHIKA VASAN

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Veerapuram,

Avadi - 600055

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OBJECTIVE

To work as an entry level HR Executive with a generalist work profile that would provide continuous learning and room for excellence to grow with the outfit.

Positioning HR as a Business Partner for Excellence

Strategic and innovative HR Executive who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals

FIELD WORK EXPERIENCE

- | | | |
|--------------|---|--|
| IV Semester | : | RADIANT CASH SERVICE MANAGEMENT PVT. LTD |
| | | <ul style="list-style-type: none">• Explored the functions of Human Resources Department.• Handling recruitment process. |
| III Semester | : | R.STAHL PVT. LTD |
| | | <ul style="list-style-type: none">• Explored the functions of Human Resources Department.• Prepared and Maintained Recruitment Checklist for all the employees. |

- II Semester : **MACT**
- Engaged in Community Based Socializing Activities.
 - Reporting and documenting the survey of tobacco shops under 100 yards of school.
 - Conducted Case Work and Group Work Sessions.
 - Organized Awareness Programs for the Community people.
- I Semester : **DON BOSCO BEATITUDE**
- Offered Institution Based Activities and Official Services.
 - Conducted Effective Case Work and Group Work Sessions.
 - Organized Sports Day for the Retarded Children.

EDUCATION ITINERARY

2015 – 2017

MSW (Human Resource Management) 61%
Loyola College, Chennai.

2012 – 2015

Bachelors in COMPUTER SCIENCE 72%
NAZARETH COLLEGE OF ARTS & SCIENECE, Avadi

XII- Year of passing: 2010

D.A.V COLLGIATE SENIOR SECONDARY SCHOOL
Jalandhar. **47%**

X - Year of Passing: 2008

KENDRIYA VIDYALAYA NO.4,
BATINDA CANTT PUNJAB. **57%**

RESEARCH VENTURES

- Research on Employee job satisfaction and customer’s satisfaction towards the company service at fast-track, Chennai, Tamil Nadu.
- Compiled data from various cab services & customers for the job satisfaction & customer satisfaction Study at Chennai.

COMPUTER SKILLS

- Hardware in BIIT
- C
- C++
- Java
- Windows operating (Microsoft, Linux, red hat)

ACHIEVEMENTS:

PARTICIPATED:

- EUREKA – 2012.
- EUREKA – 2013.
- BELLES LETTRES 2013 – 2014.
- SU-DO-KU 2014.
- EUREKA – 2014.
- EUREKA – 2015.
- HCL network specialist 2015.
- Crossword puzzle.
- Volunteer of Rotary club (MY FLAG MY INDIA 2014).
- Alternative media center.
- Volunteer of BHOOMIKA TRUST.
- Volunteer of LRRS (LOYOLA RAIN RELIEF SERVICE).
- International conference on sustainable development.
- National conference on social work response to the challenges of industries in the current industrial relations scenario.
- Member of SWASS.

ACHIEVED:

- 1ST Place in EURREKA – 2013.
- 1ST Place in EURREKA – 2014.
- 1ST place in EURREKA – 2015.
- 2nd place in SU-DO-KU.
- 2ND place in cross puzzle.

TRAINING:

Implant Training in BSNL – 2015

Dominoz pizza – 2016: Two Month internship in the field of HR roles and responsibility.

R.STAHL Pvt Ltd. – 2017: 6 Month Internship in the field of HR handling in various aspects like payroll, MIS, attendance, leave, retention, engagement etc.,

Tube Investment of India– Metal Forming - 2017: 1 Month block Placement in the field of HR handling Payroll Process and a research on Medical aspect to analysis the reason of major and Minor Injury of workers.

Work Experience:

AV Softwares Pvt Ltd – May 2017 to January 09-01-2018

Working as an HR-Executive in the company named **AV Softwares Pvt Ltd.**

Handling

- Attendance
- Payroll
- Engagement
- Attrition
- Projects distribution
- Presentation

Bangalore Metallurgicals Pvt Ltd – January 2018 to still working

Working as an Assistant HR and Safety Officer in the company named **Bangalore Metallurgicals Pvt Ltd.**

Handling HR activities

- Recruitment
- Attendance, Time Management
- Payroll
- Engagement
- Attrition
- Training
- Satutory compliances.
- Handling ISO 9001-2015, 14001-2015, 18001-2007

Handling HR activities

- Safety Training Programme

PROFESSIONAL HR AFFILIATIONS

- Member (NIPM- National Institute of Personnel Management National Institute of Personnel Management)

SPECIAL ASSIGNMENTS

- "A+" Graded Fieldwork Trainee and organized various endeavors at the establishments worked with.
- Active Organizer of National Study Conferences for the consecutive years 2015 and 2016.
- Active Organizer of Slum Sports'16 at Loyola College.
- Conducted Personality Development Classes at government school in Poonamalle.

PERSONAL INFORMATION

Date of Birth : 27th July 1992

Father's Name : D. Govinda Raju

Mother's Name : G. Rajeshwari

Languages known : English, Tamil(U&S), Hindi, Telugu(U&S) and Kannada (U&S)

UNIQUE SELLING PROPOSITIONS

- Being Proactive and Sustaining High Level of Energy.
- Best Team Player and Team Leader
- Very Good Organizer.
- Ability to adapt to new technologies fast.
- Excellent Interpersonal and Fair Communication skills.

Date

Place: Bangalore

Signature