**CURRICULUM VITAE**

**Mobile:** **8971594353**

***Sangam Muthappa K***  **e-mail:**[**sangammuthappa23@gmail.com**](mailto:sangammuthappa23@gmail.com)

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| CAREER OBJECTIVE |

An accomplished, result-driven Human Resources professional with 4.5 years of experience. A highly approachable and pleasant individual who has exceptional skills in contributing to the development of HR department goals and objectives. Aiming to work in a progressive organization that gives me scope to update my knowledge, skills in accordance with the latest trends and be part of a Team that dynamically works towards the growth of the organization.

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| Tools used: |

Workday, dotCMS, Service Now, People Soft, HR Help Desk

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| WORK EXPERIENCE |

**Worked as Senior Analyst with Deutsche Bank Operation International Pvt. Ltd. (DBOI) since November 2015 to October 2020**

**AREAS OF EXPERTISE**

**Onboarding:**

• Collecting the new joiners list from Talent Acquisition team

• Issuing the offer letters for new joiners

• Background verification after receipt of signed offer letters

• Sending welcome email post accepting the offer

• Supervision of the fore-mentioned responsibilities by the team

• Vendor Management- FADV Vendor (BGV Reports)

• Invoice processing – New joiners data monthly activity

• Creation of ID card and employee id for new joiners

• Issuing the contract letters

• Work force capabilities administration

* Handling People soft and HR help tools
* Sending weekly and monthly status updates to management

**HR Connect – Content Management**

* DOTcms, tool used to update HR policies, employee handbook etc. (related to all HR and Bank Policy) available to all employee’s globally.
* Assisting HR Business partners and Content Owners on updating any new policies available for employee’s in HR connect portal.

**HR Generalist/Letters**

* Responsible for creating correspondence which includes Employment certification letter, Visa Letter, forex letter and Relieving letters.
* Doing 4-eye / verify the letters before deliver to employees
* Preparing work experience letter for UK employee referred candidate for internship
* Preparing holiday visa letters, invite letters, salary certificate, sabbatical letter, Flexi work arrangement letter, surveillance letter and all other type of letter to APAC countries

**HR Direct**

* Suggesting employee’s on various bank policy like family care leave, medical leave, child care, Mandatory time away for all APAC countries
* DB staff loan entitlement letter processing (Home, Vehicle, Personal)
* Coordinating and assisting internal team for first level query
* Assisting ex-employees related to PF queries emails, personally visiting

**Additional Responsibility**

* Report and monitor team performance KPIs on TAT, Accuracy and Customer Satisfaction
* Responsible for doing 4eye checks for the process and ensuring flawless service delivery
* Cross training and facilitating training for new joiners and conducting refresher training for existing team members

**Achievements:**

* Spot Excellence Award’ in recognition of outstanding performance
* Recognition award for significant contribution in Operations

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| **Personal Details** |

Date of Birth : March 04, 1992

Address : #536, 2nd cross, 26th main, Behind Gangothri hospital,

BTM 2nd stage, Bangalore - 560076

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| EDUCATIONAL QUALIFICATION |

* B.B.M, TTL College, Saraswathipuram, Mysore.
* P.U.C., JSS Women’s College, Saraswathipuram, Mysore.
* S.S.L.C., Lourdes Hill School, Kodagu.

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| **Declaration** |

I hereby confine that all the above details furnished by me are true to my knowledge.

Thanking You, Yours faithfully,

Place : Bangalore

Date : (Sangam Muthappa K.)