**Jeeshita Ravuri Curriculum Vitae**

**Contact: 9542819198 Email: jravuri9999@gmail.com**



*Seeking a position with an organization that provides me ample opportunity to explore & excel while carving out the niche for personal, professional as well as organizational goals* in **HR shared services/Analyst and any challenging roles going ahead.**



**PROFILE**

* Sincere, Competent and goal-oriented professional having **over 5 years of experience.**
* Deft at handling service operations for rendering and achieving quality services; providing the support function to the client for queries and ensuring that process runs smoothly.
* Proven ability in streamlining the internal process by effecting strict control mechanism translating into financial integrity and greater transparency.
* **Adept at working in high pressure environments** with strict deadlines and multiple deliverables. Skilled at learning new concepts quickly and communicating ideas clearly and effectively.
* **Focused, hardworking and self-motivated;** with the capability to meet high-pressure deadlines and coordinate multiple projects; effective team player with excellent communication and inter-personal skills.

**TECHNICAL SKILLS**

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| Tools: | MS Office, **Tableau**, **Vyond** and Internet Applications (Global view enterprise -SAP, EV5 enterprise), **Salesforce**, STX, Profinder , My Source, **Brainshark**, Power point) |
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**CURRENT EXPERIENCE**



**Company: Deloitte Services Pvt .Ltd , Hyd**

**Designation: RMIS Professional – Advisory (US-RFA)**

**Period:** December 12th -2017 till today

**Job Profile:**

* Executing the entire resource management system.
* Scheduling, Un-scheduling the weekly patterns of the employee’s working under various client projects.
* Reporting the performance patterns of the professionals in various projects.
* Extracting reports based on the skill sets using “Pro finder” (which is now My source) tool and sending to the Resource managers.
* Sending the Availability report of the employee’s, based on their available hours.
* Fetching the Resumes of the Deloitte employees from “Deloitte People Network” (DPN), which is then used for staffing purposes.
* Analyzing the hours worked with respective clients in STX tool , and applying DNS (Do not schedule) if the resources are on LOA,PTO, Holiday and any other internal learning hours/projects.
* Frequently distributing the Dropped hours Report to the Resource Managers to predict the work hours reduction of an individual and bring down the reasons for the same.
* Arranging the professionals data , as per the NHN’s and keep a good hold on the database.
* Adding holidays /bulk updates to the schedules of professionals.
* Cross- verifying the LOA’s , Internal transfers, and Terminations in the system, to keep the data accurate.
* Fetching the right data for skills that stakeholders require and publishing the reports for the same.
* Created a common mapping point for maintaining the hierarchy of data flow across different offering Portfolios.
* Created explanatory videos for My source Enhancement and Tableau overview using Brainshark.
* Worked with professionals on balancing the Compliance issues and resolved the same.
* Constructed a metrics based on Variance surveys which concludes to a Variance Trend Analysis.
* Constructed an extraordinary report based on “Transfer details” of the professionals moving out/IN within the firm’s portfolios which helped the partner and directors including the Resource managers to focus on the details.
* Updating the “Experience Hire Onboarding Training” + “Hybrid Operate straight talk session” + “Introduction to RFA” training sessions on the practitioner’s schedules when they join the firm.
* Handling all the transfers related updates and owner/ POC for the transfer changes which take place.
* Managing the over-scheduling of the professionals who are been allotted on their respective client hours and make sure that we maintain the work hours for respective weeks.
* Have good hands on SFDC /Sales force lightning interface, which helps to manage the cases assigned to us on daily basis.
* Interactions with Resource Managers has been splendid, which has made them to trust me with the work they allot me on time.
* Data sanity is a part of the daily routine, which makes me to keep the Data clean and maintaining with no errors of respective Offering Portfolio (Currently Hybrid Operate Managed Services).



**PREVIOUS EXPERIENCE**



**Company: ADP India Private Limited , Hyd**

**Designation: Process Associate in Global HR Shared Services**

**Period:** January 2017 To December 8th 2017

**Job Profile:-**

* Preparation of Offer Letters, On boarding and Induction Process.
* New hire collaboration, Provisioning and De Provisioning.
* Processing New hires, Terminations, Employee status changes and other employee lifecycle events.
* Etime Scheduling for all the associate and accrual’s addition.
* Processing pay changes and paperwork including promotions/transfers and salary changes.
* Providing administrative support in the areas of employee data maintenance and compensation.
* Maintaining employee files and records to meet record-keeping requirements.
* Resolving errors related to job or employee information in collaboration with HRBP and Talent Acquisition team.
* Processing payroll for ADP US associates on bi-weekly basis and also supplementary Payrolls.
* Scheduling the login and logout timings (Time Cards) for new hires and also re-hires.
* Providing access as a backup manager to Etime to approve associates time cards.
* Moving associates from temporary to permanent.
* Generating transfers, terminations, earnings, commissions, audit, security and other HRIS reports and sending them to Managers as requested.
* Correct the Bank Account number and the transit/ABA (American Banking Associations) for ADP associates to make the payments on timely.
* Updating to US counter parts on open and pending clarifications of HR and payroll activities on daily basis and also sending surveys to check the satisfaction of US ADP Employees about HR & Payroll services provided by ADP.
* Sending registration key and resetting the password for associate portal.
* Updating the associates professional and personal data changes in EV5. (Enterprise Version 5)
* Handling Home shoring of associates.
* Addition, deletion and changes of Job code and compensation codes into EV5.
* Developed and deploy efficient HR shared service related policies and practices throughout the organization.
* Develop and implement processes and procedures, ensuring data integrity and internal controls are in place and adhered to.
* Manage On-Boarding Process for New Hires for time between Offer Accepted and Start date.
* Serve as point of contact for candidates as needed.
* Provide administrative support to ADP Talent Acquisition team as needed. This includes ensuring the following items are collected and process according to HR Policies and Procedures: Offer Templates, HRIS Input Forms and appropriate policies, Confidentiality Documentation, Policy Acknowledgements, Original Employment Application, Resumes, and ID Badge Form.



**PREVIOUS EXPERIENCE**

 

**Company: Amazon Development Center, Hyd**

**Designation: Seller Support Associate/Advisor -TAM (Technical Accounts Management)**

**Period:** Feb 2016 To July 2016

**Job Profile:-**

* Streamlining the overall seller’s profiles in the website.
* Updating the Firm details they hold, and provide a right to sell the goods in the Amazon platform.
* Providing the information regarding the variable and Fixed charges to the sellers who want to avail the platform to sell their goods.
* For FBA (Fulfillment by Amazon) availed platforms by sellers, we create CARP account which then provides seller to take an appointment and send their products to Fulfillment centers.
* Help changing the Product images, one liner product headings in the Website.
* Managing the lost products and goods in Transit.
* Helping the sellers to manage the product deliveries to FBA warehouses.
* Help updating the Account details of the sellers into Amazon systems.
* Understanding the worth of lost/replaced products when returned and provide reimbursements according to the Amazon terms and policy sheet.
* Help understand sellers to learn and provide them knowledge about the variable costs and percentage of commission charged when they use Amazon as an interface to sell and showcase their products.
* Maintaining the SFDC queue, resolving 70+ cases in a day (which includes enquiries from sellers all over Amazon online platform/website)



**PREVIOUS EXPERIENCES**

 

1. Worked with BILT Industries as an intern under the subject of

logistics and supply chain management, warehouse management and inventory control.

Submitted a report of BILT’s **“Study of Order Processing and Distribution Channel”.**

* Ensure that the day to day operation of these processes meets their key process requirements.
* Enhance the inventory management system.
* Control of the overall costs of work processes which are carried out.
* To understand the various parameters affecting the distribution channel in shipment of BGPPL.
* The transporters were interviewed with the help of questionnaire mentioned in the earlier fortnightly report having the variables found from secondary data.

1. Undergone with a research work of **“Market research on a new business idea with an innovative restaurant concept”** **during masters**.

 

* To Know the consumers perception of having a Restaurant with a sports lounge.
* To carry out an exploratory study of the Restaurant with sports lounge in Nagpur.
* To understand specific product line for innovative restaurant.
* This research included methodologies like publications, research, interviews, surveys and other research techniques and could include both present and historical information.
* Simple Random Sampling Technique was used.
* The questionnaire which was designed to study customer preferences which includes – The aspects being prioritized by them while choosing their respective sports in the restaurant, whether the restaurant having underground sports lounge is preferred on special occasions or as daily hangouts or on official meets etc.



**EDUCATIONAL CREDENTIALS**

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|  | **2013-2015** | Sri Ramdeobaba College of Engineering & Management RCOEM| Nagpur, India |  C:\Users\jravuri\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Shri_Ramdeobaba_College_of_Engineering_and_Management_logo.png  |
|  | *MBA ( Major Marketing & Minor Finance)*  |  **CGPA 7.56**   |  |
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|  **2010-2013** | Dr. Ambedkar Institute of Management Studies and Research DAIMSR| RTMNU, Nagpur, India  | C:\Users\jravuri\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Dr.-Ambedkar-Institute-of-Management-Studies-and-Research.jpg |  |
|  |  | *B.com Computer Applications (BCCA) May 2013* | ***64.3%*** |  |

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|  **2008-2010** | Guru Nanak College of Science | Maharashtra State Board, India  |  C:\Users\jravuri\AppData\Local\Microsoft\Windows\INetCache\Content.Word\th.jpg  |  |
|  |  | *Class XII, Computer Science 2010* | ***63.4%*** |  |

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| **1998-2008** | Mont Fort Higher Secondary School | Central Board of Secondary Education, India  | C:\Users\jravuri\AppData\Local\Microsoft\Windows\INetCache\Content.Word\BOSTCrest-trans-colour.gif |  |
|  |  | *Class X, 2008* | ***74.3%***  |  |

**PERSONAL DETAILS**

**Date of Birth:** 26th December 1992

**Marital Status:** Single

**Languages Known:** English, Hindi, Marathi and Telugu.

**References:** Available on Request.

**Address:** Kukatpally, Hyderabad.