**PAVANA**

**✉:** [**pavanasaliyan112@gmail.com**](mailto:pavanasaliyan112@gmail.com)

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**Vision:**

To obtain a position that offers opportunity for long term career with future growth and development with a leading organization and inculcate my abilities so as to work towards achievement of the company’s goal as well as my individual goal.

**Areas of expertise & Skills:**

* **Recruitment & Talent planning**
* **Vendor management**
* **Performance management**
* **HRMIS**

**EDUCATION June 2015**

Master of Business administration (Human resource)

MSNM Besant Institute of PG studies Bondel, Mangalore University.

**WORKEXPERIENCE:**

**Maitreya Capital and Business Services Pvt. Ltd.**

**HR Officer**

**May 30th 2019 – Till date**

* To handle activities related to hiring – identifying candidates, organizing interviews, finalizing job offers, etc. both at the head office as well as branch offices.
* To coordinate with the recruitment agencies for hiring.
* To handle activities related to joining formalities.
* To handle activities related to attendance, leave tracking, PF, etc.
* To ensure proper documentation as per the Company’s policies.
* To coordinate with the branch offices for implementing any internal policy changes.
* To handle employee complaints, if any.
* To handle administrative activities like ordering visiting cards, employee I Cards.
* Daily/ Weekly/ Monthly MIS update as may be required by the management.

**Max Life Insurance Company Limited**

**HR Executive**

**Jan’11th 2018 - Dec 10th 2018**

* Assisting in talent acquisition and recruitment processes. - Flashing the requirements with all the service providers as per open position requirement.
* Sourcing & Screening of candidates through Job Portals, Mass Mailing, Employee References & Would be responsible for Offer generation.
* Handling Pre joining and Post Joining Formalities.
* Assisting in Employee Background verifications.
* Responsible for daily, monthly, quarterly & annual Hr related reports.
* Provide administrative support in HR related matters.
* Providing vendors and managers with guidance on company policies.
* Drive employee engagement and retention.
* Partner with managers to develop and implement performance management and employee development programs.
* Responsible for conducting monthly review meet with vendors on TA.
* Organizing quarterly and annual employee performance reviews.
* Initiating CSR initiatives.
* Responsible for conducting detailed investigations to complex employee relations issues and recommending solutions that are in alignment with the Company's rules.
* Facilitated a 10% decrease in turnover through intensive retention analysis and management training
* Provide support in exit management including full and final settlement and exit interviews.

**Company: Wipro InfoTech under the payroll of Data Quarters.**

**Designation: Operations Executive** (partner Engagement team) from Sep 2015 to 5th Jan 2018

* Flashing the requirements with all the service providers as per open position requirement.
* Ensuring the candidates are meeting hiring norms framed inside our division Short listing candidates received from vendor, validating them and sharing the suitable profiles with technical Team.
* Ensuring appropriate scheduling and interviewing of candidates and gathering feedback for the same.
* Coordinating with the short listed candidates/ vendors until their joining.
* Closing the positions on time and delivering as per the set target.
* Taking care on Employee Project tagging and primary supervisor tagging after short listing the candidate.
* Conducting joining formalities, induction program and extending necessary help to the new recruits in settling down comfortably.
* Provide support to employees in various HR related topics such as leaves, compensation, salary and assisting employees in claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
* Ensures all associates and managers are properly trained to use tools and resources for effective performance and development evaluations.
* Co-coordinating with finance team and vendor for employee claim processing.
* Maintaining company organization charts and the employee directory with timely updates on policy changes.
* Assess situations and make optimal and speedy decisions on absconding, resign cases.
* Assisting with the performance review and termination processes.
* Actively interacting with vendors for sourcing the profiles, recruitment for smooth closure/ transactions within given deadline
* Conducting Vendor meeting on a Weekly/Monthly basis.
* Taking care of Vendor payment related issues
* Flashing vendor performance/report on a weekly, monthly, quarterly & yearly bases.

**DECLARATION**

I Pavana, hereby declare that the above information is true and correct to the best of my knowledge.

(Pavana)