

# SARANNYA S

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Senior HR Executive

MS Excel | MS Word | MS Powerpoint

## OBJECTIVE:

To develop my career as a HR professional that leads to further growth in my professional skills and personal career by utilizing my skills and abilities to work for the development and growth of an organization.

## EDUCATION:

**VIT University**

MBA (HR)

May 2018

CGPA: 8.5

**Nehru Arts and Science College**

Bcom (IT)

May 2016

75%

**Palaghat Lions School (CBSE)**

12<sup>th</sup> (commerce)

May 2013

84.4%

**Palaghat Lions School (CBSE)**

10<sup>th</sup>

May 2013

84%

## PROFESSIONAL EXPERIENCE

**Vaya Finserv Private Limited, Hyderabad | Senior HR Executive**

Feb 2018 – Present

- Handling Disciplinary Committee
- Dispute resolution
- MIS management
- Preparing benchmark reports
- Timely people and productivity check
- Developing and executing Employee engagement programmes
- Preparing Employee Communication Calendar
- Responsible for Employer branding through timely social media posts and write-ups
- Project coordinator for Awards and certification programmes (Great Place To Work Certification programme, BW HR Excellence award)
- Drafting policies
- Updating and maintaining organization structure
- Preparing reports & insights based on different webinars
- Responsible for FnF process
- Coordinating with insurance team for settlements

## INERNSHIP EXPERIENCE

**JSW Steel, Bellary, Karnataka | Intern**

7<sup>th</sup> June 2017 - 7<sup>th</sup> July 2017

## CORPORATE & ACADEMIC PROJECTS

- A study on overall functioning of hr, finance and marketing departments with special reference to JSW steel limited, Karnataka
- A Study on Candidate Drop Outs and Staff Shortage at Vaya Finserv Pvt. Ltd

## VOLUNTEER AND LEADERSHIP EXPERIENCE

- Student coordinator of Invictus'17
- Committee head of registration committee-Vitmaa'16
- Project coordinator for Great Place To Work Certification programme