

## SREELAKSHMI T.S

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### CAREER SNAPSHOT

Seeking an important and challenging role in an organization where I can attract with the new people and show my abilities

### SKILLS PROFILE

- MBA in Human Resources Management with 2.8 years professional experience in Human Resources and Administration.
- Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
- Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

### PROFESSIONAL SUMMARY

**Company Name** : Ahalia International Foundation - Kerala.  
**Duration** : January 2018 to 31 August 2020  
**Designation** : HR Executive

### JOB RESPONSIBILITIES

- Handled confidential employee information, i.e., employee compensation, employee performance issues and benefits data.
- Preparing Final settlements leave salary and all employee benefits.
- Compilation & processing of attendance data in attendance system.
- Processing vacation reports& resignation reports.
- Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
- Tracking attendance, maintaining leave records.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, experience/service certificate, relieving letter, etc.
- Streamlined recruitment process starting from candidate evaluation, designing recruitment forms for the entire recruitment process, interaction with head hunters, conducting test/interview to shortlist candidates.
- Coordination with Technical panel and understanding their requirements, defining job positions.

- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Short listing the resumes based on desired skills and experience.
- Advertising vacancies, screening and short listing resumes.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- Work with Managers to assess hiring needs of the organization.
- Successfully carried out recruitment drives - walk in events to close the requirements.
- Sourcing of Candidates based on the required skill through various sources such as Head hunting, References, company Database, etc...
- Scheduling interviews with short listed candidates.
- Manage offer process including reference checks, salary recommendations, offer letter and negotiate offers by partnering with hiring manager, senior management.
- Inducting new joiners on organization, HR policies and procedures and handling the entry procedures
- Follow-up with the candidates.
- Handling complete recruitment cycle starting from screening to closure.
- Building good rapport with management and the team.
- Attendance management

## EDUCATIONAL CREDENTIALS

- ✓ 2015-2017                      **MBA** [Human resources, System], M.G University,  
Ilahia School of Management.
- ✓ 2013-2015                      **BS.c.Computer Science** ,M.G University,BCM College  
College for Women.
- ✓ 2012                                **HSC** – State Board, Govt. Devivilasam School.
- ✓ 2010                                **SSLC** – State Board, St. Little Therasass School.

## ACADEMIC PROJECTS

1. Company name: Plantetion Corporation.  
Industry: Manufacturing.  
Project title: Quality of Work Life,  
Project area: HR
2. Company name: KEL.  
Industry: Manufacturing.  
Project title: Organization Study,

## TECHNICAL SKILLS

- Microsoft Office Word, Microsoft Office Power point

## CORE COMPETENCIES

- Problem solving abilities.
- Multi tasker.
- Ability to work with team.
- Good leadership skills.
- Effective communication skills.
- Ability to maintain interpersonal relations.
- Goal oriented.

## ACADEMIC INTIATIVES

- Participated in management fest organized by different B schools
- Organizing member of the UGC Tech-Fest
- Organizing member of management fest "AGORA" in our college
- Passed in Diploma in computer Hardware and Networking

## PERSONAL DETAILS

Date of Birth : 28 October 1994  
Nationality : Indian  
Marital Status : Single  
Languages Known : English, Malayalam, Tamil and Hindi.

## DECLARATION

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge.

**Date:**

**Place:**

*Sreelakshmi T.S*