

ARYA REGHUNATH

HR Executive






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HR Professional with 2+ years of experience managing employee hiring and onboarding, performance management, employee benefits and HR records. Reliable and organized team member with the ability to communicate effectively and handle office changes. Skilled at maintaining relationships, representing shared company values and managing employees across all levels of an organization.

Skills

Operations	
	Excellent
Talent management	
	Excellent
New employee onboarding	
	Excellent
Exit Interviews	
	Excellent
Human resources records	
	Excellent

Work History

2021-01 - Current

HR EXECUTIVE

Tech630 Software Private Limited, Bangalore, Karnataka

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Implementing and revising a company's compensation program.
- Processing end to end payroll and issue all pay slips.
- Maintain a proper payroll record for each employee.
- Recording holidays in line with terms and conditions.
- Processing paperwork for joiners, leavers and changes.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.

- Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
- Conducting performance and wage reviews.
- Monitoring employee utilization, workload, and overtime hours.
- Documenting process and maintaining records.
- Collaborating on resource management with internal department.

2019-06 - 2020-12

HR EXECUTIVE

Bloomlabs Infotech LLP, Bangalore, Karnataka

- Interacting directly with the client to understand their requirement needs of the client Targeting Assignments in: Human Resource details.
- Managing all aspects of the hiring process including pre-screening resumes, conducting face to face interviews.
- Sourcing resumes which meet the client requirement from job portals and internal referrals.
- Handling of database and perform a complete search as per the requirements.
- Interaction with candidates, briefing them about the requirement and to know their willingness.
- View and match applications to job openings and shortlisting the candidate's profile as per the client requirement within the stipulated time frame.
- Scheduling interviews with candidates and making sure the interviewer is available during the time slot.
- Posts job to job boards and job advertisement in several media job sites.
- Worked with senior management to create HR policies and procedures; develop orientation, training and incentive programs.

2018-05 - 2018-07

HR INTERN

ITC Infotech, Bangalore, Karnataka

- Handled complete end to end life cycle recruitment process.
- Collaborating with department managers to compile a consistent list of requirements.
- Assessing applicant's knowledge, skills and experience to best suit open positions.
- Completing paperwork for new hires.
- Screen candidates resumes and job applications.

Education

2017-01 - 2019-01

Master of Business Administration: Human Resource Management

Kerala Technological University

GPA: 7.84

Languages

English, Malayalam, Hindi, Tamil

Accomplishments

- Member at NIPM Chapter, Trivandrum
- Participated in National Intercollegiate Management Fest
- Member of organizing committee for ProCon 2k17/ HReThink
- Participated in grooming workshop by Malayala Manorama and Gillette Guard

Certifications

Apple i Wrok (Page, Numbers, Keynote, Books)

Microsoft Excel

SAP HCM