

# SUJITHRA KC

HR GENERALIST



## CONTACT



### Phone

9008 290 291 7593 022 270



### Email

sujithra.c@gmail.com



### Address

1058, 15th A main, Sector 3,  
HSR Layout, Bangalore.



## EDUCATION



**2011- 2013**

**MBA (HR )**

Bharathiyar University



**2004 - 2007**

**B.Com (CS & CA)**

Bharathiyar University



## LANGUAGE

- English
- Tamil
- Malayalam



## PROFILE INFO

A HR Generalist, Performing in talent acquisition and recruitment processes. Conducting employee on boarding and help to plan training & development. I am looking for the post that will enable me to achieve the skills and secure a career in the department of Human resources at reputed organization



## WORK EXPERIENCE



**HR (Recruiter&Generalist)**

**2020-Present**

Narayana Multispeciality Hospital,  
HSR Layout, Bangalore.(Narayana  
Health Ltd)




- Rising resources request as per requirements
- Handling end to end recruitment
- Taking care of job posting /mass mailings
- Conducting HR Interviews
- Performing the reference checks for all the candidates
- Maintaining various MIS on recruitment
- Posting internal open position announcements monthly basis
- Joining formalities, documentation, On-Boarding Process & on-grid background verification
- Co-ordinate and sharing new joiners EPF&ESI documentation with EPF consultants
- Managing employee enquiries
- Maintaining the employee database and personal files of the employees
- Maintaining tracers of all registrations certificates, Employee Medi Claim policies, Indemnity insurances and Privileges
- Proving payroll input to corporate to process the salary
- Handling Induction and Training activities
- Leave Management
- Event Management-Plan & Co-ordinate with admin dept. for Monthly R&R (Rewards & Recognitions) program and all employee engagement programs.
- Conducting exit interviews, complying with the clearance process for final settlement of dues
- Oversight of all aspects of staff performance: Performance evaluation, Grooming standard as per company policy, Attendance regulation and progressive discipline.



## MY SKILLS & EXPERTISE


---

Communication 

Active Listener 

Time Management 

HRIS 

Team Player 

### Defocus Studio

Business Consultant

2017 - 2019

### Idealstores, Coimbatore

Showroom Incharge

2008 - 2015

### Ambal Autos, Coimbatore

Customer Care Executive

2007 - 2008



## MY REFERENCE

---

### Gagan Sharma

HR Manager, Narayana  
Health Ltd.  
9951298537

### Ram Kumar B

Co-Founder,  
Defocus Studio  
89518 36530