

Sneha S


Human Resource

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CAREER OBJECTIVE:

Looking for a position in Human Resource Management with 5 years of experience in HR Operations and Talent Acquisition. Expertise in End to End recruitment, Onboarding, Background verification check, Employee Grievances, HR compliance, Payroll administration, Offer Generation and exit formalities in the Organization to grow my career for the new learning and add some value to the profitability of the organization.

WORK EXPERIENCE:

 **Eloquent Solutions Pvt Ltd, Bangalore.**
Client HR Operations - Executive (20th Mar 2023 to 30th Sep 2023)

- Experience in **Contract Staffing**.
- Managing **End to End Recruitment** assigned position including job posting, sourcing and screening.
- Confirmed the availability of interviewers and interviewees, set up meetings.
- Supported the recruitment process via **sourcing** candidates, running reference checks, issuing employee contracts and offer letters.
- **Document Verification** and handling **orientation** for new joiners
- Performed **joining and exit formalities** of the employees.
- Manage employee life cycle through **HRMS** (Rolling out the offer letters, Onboarding – Exit process)
- Scheduled meetings, maintained client employee files, managed and updated HR documents and planned events.
- Handle **day-to-day HR activities** and coordination with external and internal departments
- **HR Compliance**
- Managing **Attendance, Payroll – Appraisal and Incentives**.
- Enrolling employees in **Statutory Compliance which includes PF, ESI & Health Insurance** and assist in claim / reimbursements.
- Trained employees to use Keka HR application.



B2B Migration Educational Consultancy, Coimbatore.
HR Executive (1st Jan 2021 to 31st Dec 2022)

- International recruitment (**Dubai, Kuwait, Qatar, Oman, Maldives and etc.,**)
- Scheduled and coordinated interviews with domestic and international candidates.
- Ensured that all key applicant information and notes were documented within the applicant tracking system.
- **Expertise in MIS**
- Interacting with both clients and panels for better understanding of the requirement and skill sets.
- Contacted potential candidates, updated their resumes as needed and inquired as to whether they were interested in being considered for a particular vacancy.
- **Sourcing, Screening, Scheduling, Negotiation.**

- Partnered closely with our **International recruitment team, Stakeholders and business leaders to brainstorm, collaborate and drive** our hiring needs in both India and globally.
- **Document verification** (Data-flow, Immigration clearance, Visa stamping, PCC, attestation of educational certificates, Prometric etc.,)

HR Admin (1st Sep 2018 to 30th Oct 2020)

- Handling **General HR Activities**.
- Sourcing, Screening, Scheduling, Salary Negotiation, Onboarding candidates.
- Conducting **Induction Programs** for New Joiners.
- Maintaining **Employee Relationship**.
- Attendance Handling, Conducting Programs for Employees.
- Presenting **monthly reports** to all Management Team.

EDUCATION:

- ❖ MBA (Logistics & Supplychain Management) in the year (2019-2021) with 81% at Nehru Institute of Technology, Coimbatore.
- ❖ BSc Mathematics in the year (2015-2018) with 64% at Government Arts College, Ooty.
- ❖ HSC in the year of 2015 with 82% at N.S Iyah Memorial Higher Secondary School, Katary.
- ❖ SSLC in the year of 2013 with 87% at N.S Iyah Memorial Higher Secondary School, Katary.

WORKSHOPS AND SEMINARS ATTENDED:

TITLE: “PROBLEMS AND CHALLENGES FACED BY FREIGHT FORWARDERS WITH SPECIAL REFERENCE TO WHYWHEEL SHIPPING AND LOGISTICS”

COMPANY: WHYWHEEL SHIPPING AND LOGISTICS PVT.LTD

DESCRIPTION: The study tries to understand the various problems and challenges faced by freight forwarders. The study also provides suggestions to overcome the problems and challenges faced by the organization and how it can improve its operations for better customer satisfaction and good improvement of business.

PERSONAL PROFILE:

Date of Birth : 23rd March 1998.

Languages Known : English, Tamil, Malayalam and Kannada.

Address : 16/200 Ketti Palada, Palada, The Nilgiris – 643215

DECLARATION: The information furnished above is correct to the best of my knowledge.

Date:

Name: Sneha S