

POOJA PS

Phone: 9741995770~E mail:poojapsntkr@gmail.com

CAREER OBJECTIVE

I am pursuing efforts to start my career in an organization with challenging opportunities and leverage my skills to contribute to the success of a project and organization.

STRENGTHS

Quick learner| Committed | Adaptable| Good Communication

ACADEMIC RECORD

Course	Institution	Board	Aggregate (%)
Master Of Business Administration-2018 (Human Resource Management)	Bangalore Institute Of Technology	VTU	7.5 CGPA
Bachelor of Engineering- 2016 (Information Science)	Reva Institute Of Technology And Management, Bangalore	VTU	60.95
XII – 2012 (PCMB)	KLE ‘S S.Nijalingappa PU college, Bangalore	PUC	45.0
Tenth Standard – 2010	The New Cambridge High School, Bangalore	SSLC	71.6

SKILLS

- Proficient with MS word, MS excel, PowerPoint, Outlook
- Project management, Resource management, Database Management
- Fluent in English and Kannada

ACTIVITIES

- Undergone “Cloud Computing” workshop
- Done Internship at SPARSH Hospitals

Work Experience

Company Name: Grant Thornton (Nov 2019- Till date)

Designation: Tax Associate (Resource Management)

Job Responsibilities:

- Was part of Tax Resource Management Team
- Performed Scheduling for US Tax professionals
- Workforce planning, resource utilization, forecasting, capacity, data analytics, reporting
- Support the Resource Management goal of assigning the right resource to right client at right time
- Balancing and optimally utilizing resources.
- Identifying Scheduling issues and getting the scheduling conflicts sorted on time and maintained balanced schedule for all the professionals. Supporting the management team.

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- Worked with Resource Managers on Analysis and prepared various reports to ease work of Resource management team and scheduling process.
- Taken care of client database management

Achievements, Rewards & Recognitions:

- Received Award with **Team player and Quality work.**
- Recognized as **Star performer** during busy seasons .

Company Name: EY(Feb 2019- Aug 2019)

Designation:TaxAnalyst

Job Responsibilities:

- Was part of Newzealand rewards team
- Performed Analysis of Compensation related Data and Questionnaire, Preparation of reports.
- Was part of major surveys like FMCG,Legal,Retail,CEO top tier and BERD(Board of Executive Directors)

INTERNSHIP EXPERIENCE

1. SPARSH HOSPITAL(Jan 2019- Mar2019)
 - Coordinated with joining formalities including post recruitment processes including induction and boarding.
 - Interact with employees for providing feedback to management to enhance a better and cordial working environment.
 - Maintaining all HR and employee related documents to ensure that they are current and up to date.
 - Maintain all documents and filing returns.
 - Preparation of Master sheet of the employee's details.
2. CIEL HR SERVICES(Nov2019- Jan2019)
 - Coordinated with the recruitment activities (IT Recruitment) like sourcing of candidates, fixing of interviews.
 - Execute all pre- recruitment processes.

PROJECT DONE:

1. A STUDY ON PERFORMANCE APPRAISAL SYSTEM IN SPARSH HOSPITAL
 - Understanding the performance appraisal system followed by the SPARSH hospital.
 - Studying the perception level of performance appraisal technique among the employees.
 - Identifying employees satisfaction level of appraisal system in the organization.
 - Analyze what factors are affecting on effectiveness of Performance appraisal.
2. MULTI -PURPOSE STUDENT CARD SYSTEM USING HYBRID TECHNOLOGY
 - Developed to ease the work of students
 - Contains QR code but unique card will be assigned to students
 - Card can be refilled using admin. Useful places like library, canteen and stationary shops
 - Stores the important documents and reduces the burden of carrying hard copies all time.
 - Students just needs to carry this portable card

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EXTRA CURICULAR

- Participated in various sports.
- Participated in cultural activities at school level.

HOBBIES

- Listening to music

PERSONAL DETAILS

Father name: Puttaramaiah.B

DOB: 19th March 1995

Address for Communication: No .4/128 Pooja nilaya, opp Bootappa Temple, Pipeline road, Dodda Gollarahatti, Magadi Main road ,Bangalore-560091

DECLARATION:

I hereby declare that all the information furnished above is true and accurate to the best of my knowledge.

Place: Bangalore

Date :

[POOJA P S]

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