

Anushree G

HR Professional

CORE COMPETENCIES

- Employee Training and Development
- Best Recruiting Practices
- Onboarding and Exit Formalities
- HR Information Systems
- Compliance and Payroll

WORK EXPERIENCE

HR Intern | Operations

SOROCO INDIA PVT LTD | MARCH 2021 TO SEPTEMBER 2021

- Pre - onboarding - Connecting with the new joiners for their basic information and documents required. Coordination with different teams for ID creations and setting up IT assets.
- Onboarding - Was a part of IT onboarding, piloted HR onboarding, making sure all the documents of the new joiners are collected and saved.
- Post - onboarding - 30, 60 90 days check with new joiners and their managers, making sure that the new joiner has a smooth transition to their respective team.
- Maintain employee folders.
- Coordinated for background verification and drug tests of the client-facing team.

HR Executive

KUSHAL'S FASHION JEWELRY | JUNE 2018 - SEPTEMBER 2019

- Maximize the efficiency and timeliness of recruitment and onboarding processes to ensure a positive candidate experience.
- The pre-employment and post-employment process by coordinating administrative duties for new hire set up, issuing offer letters/ appointment letters, and all necessary administrative work.
- Training: Co-ordinate and facilitate all the required training to new employees as part of onboarding.
- Handle various day to day employee relations issues, grievances and dispute resolutions, discipline, leave of absence, compensation, and related issues

CAREER OVERVIEW

I am a Human Resources Professional with 3 years of experience in recruitment, Onboarding and exit formalities, compliance, and payroll.

CONTACT INFO

Personal Phone: 9620051359

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Address: 1357, 6th Main, 11th Cross, West
of Cord Road, 2nd Stage, Nagpura Ward,
Bangalore - 560086

SKILLS

- HRIS - Greyt HR; Zoho; Namely
- Advanced MS Excel
- MS Office - Power Point, Word

- HR Generalist: Facilitate new employees with joining formalities, processing employee PF and ESI claim, med claim, and other employment registration forms, working with the HR software, and installation of the same.
- Payroll: Checking people's hours, Making the monthly payments on time, working out deductions, registration of ESI and PF of new staff, managing special situations like maternity, overtime, and incentives.
- Exit Formalities: Acknowledge the resignation, negotiating with the employee to stay back with the company for a longer time, notice period, and other formalities, explaining the pending projects that need to be completed before the employee receives the relieving letter, handing over process, exit interview, relieving formalities.

HR Associate

ICICLE TECHNOLOGIES | AUGUST 2017 - JUNE 2018

- Manage and maintain recruitment process which includes internal and external job postings, using online job portals, screening/assessing candidates, scheduling/coordinating interviews, and follow-up with candidates.
- Search the database, web, and job sites to source out the required resumes. Coordinate with the short-listed candidates to check their availability and interest. Sell and forward the interested candidate's resumes to clients against requirements with the help of a senior recruiter (recruitment team).

ACADEMIC HISTORY

PES University

MBA - HR, CLASS OF 2019

- GPA - 8.00
- Participated in HR fest "St Joseph's college"
- Completed advanced excel course
- Member of the honors program.
- Completed a research project on Virtual Employee Engagement.

LANGUAGES

English, Kannada, Hindi, Telugu,
, French (beginner)

ACCOMPLISHMENTS

- Classical Dance performed at Seva Sadhan
- Classical Dance (Oddisi)

INTERESTS

- Painting
- Dance
- Jewelry Designing