

Summary

Highly Experienced Human Resource personnel with 22 years of experience in handling HR functions in industry and Academia. Strong understanding of HR Recruiting, onboarding and staff wellness. Seeking a challenging Role where I can leverage my skills to contribute to the success of an organisation.

Education

St. Therasas School

X Class

Karur, Tamil Nadu

Govt. Arts college Karur, Bharathidasan University

B. Sc - Chemistry

Karur, Tamil Nadu

Karpagam University

MBA HR & Marketing

Coimbatore, Tamil Nadu

Bharathiar University

M.Phil - Human Resources

Coimbatore, Tamil Nadu

JNTU Anantapur

Ph.D - HR & Marketing

Anantapur, Andhra Pradesh

Experience

Sutherland Technologies, Chennai

Associate

Jun 2004 - Jul 2005

Chennai

Madanapalle Institute of Technology & Science, Madanapalle

Assistant Professor

Jul 2006 - Sep 2020

Madanapalle, Andhra Pradesh

- Worked as Assistant Professor in Department of management Studies
- Acted as Senior Administrative officer for Reception, Hospitality and Logistics
- Certified at Indigo Airlines certification agency (In airline Ticketing software)
- Coordinated with Recruitment and Onboarding of faculty
- Faculty support and Grievance handling

KL University, Vijayawada

Assistant Professor & Senior HR Manager (recruitment).

Sep 2020 - Present

Vijayawada, Andhra Pradesh

Deleiverables:

- Bridging management and employee relations by addressing demands, grievances or other issues
- Managing the recruitment and selection process
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Provide clarity and connectivity for employees, so that their responsibilities fit the overall Institutional strategy
- Championing the onboarding process by ensuring that it is high-quality and current
- Track the progress of new hires through the onboarding process.
- Create and maintain accurate onboarding records and provide regular reports on progress to management.
- Answer questions from new hires and ensure that they understand their job obligations.

- Develop and lead orientations for new hires.
- Stay up-to-date on company policies and procedures related to onboarding and assess and revise onboarding processes as needed.

Key Strengths

- Commitment to providing a positive onboarding experience for all new hires.
- Excellent executive and social communication skills, including written and verbal conversation and active listening.
- Proficiency in using Microsoft Office Suite or similar software programs.
- Knowledge of HR policies and procedures related to onboarding.
- Ability to work independently and as part of a team.
- Knowledge of cultural awareness and the ability to adapt to different situations.
- Commitment to continuing education.
- Flexibility and the ability to adjust to changing needs on time.
- Demonstrated ability to work in a fast-paced environment and multitask effectively.
- Ability to provide effective customer service and build relationships with new hires.
- Strong problem-solving skills and the ability to make quick decisions in a high-pressure environment.
- High level of acumen and discretion when dealing with confidential information.

Personal Information

Date of Birth: 10.11.1980

Gender : Female

Marital Status : Married

Spouse: Saravanababu J -Senior Director -Placements-KL University

Children- One Daughter studying Inter II Year

Language

Read: English, Tamil

Write : English, Tamil

Speak: English, Tamil, Telugu

Skills

Process Improvement

Human Resource Management

Employee Relations

MS Office Suite

ERP Systems

Communication

Leadership

Strategic Planning

Client Onboarding

Active Listening

Problem Solving

Attention to Detail

Time Management