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**Siri Chandana**

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**Profile:**

A human resource professional with a Master’s Degree in Business Administration and work experience in core HR & Recruitment.

**Objective:**

To take up the challenging assignments in the pursuit of organizational and personal goals with the intent to prove my abilities and work in an environment that recognizes, appreciates and utilizes my potential to the fullest.

#### **Professional Experience:** **(chronological order)**

**Organization: Excel Soft Services India Pvt Ltd, Hyderabad**

Excel Soft Services India Pvt Ltd is a Product Based company.

* Designation: HR Associate
* Period of employment: October 2018 to Present

**Organization: Scottline Technologies LLP**

Scottline Technologies LLP provides IT, Healthcare and software services to various industry segments.

* Designation: HR Executive
* Period of employment: January 2016 to October 2018

**Organization: Kerala English Medium School**

Kerala English Medium School is one of the reputed educational Institutions.

* Designation: Admin Officer
* Period of employment: June 2011 to January 2013

**Roles & responsibilities handled:**

* **Manpower Planning and Recruitment:** Managing manpower requisitions by profiling manpower requirements by means of documented job description, recruitment criteria and budgets, fueling the recruitment pipeline by screening, short listing and lining up candidates for interviews, establishing the system for on-boarding and compensation package structuring.
* **Joining formalities and Induction:** Drafting official documents such as offer letters, employment letters for issue to selected candidates, coordinating pre-joining formalities and initiate the **on-boarding** experience by means of well-structured induction program and compliance with other joining protocols. Email id creation requests for new joiners and salary account openings etc.
* **Training and Development:** Carry out training needs assessment exercise, designing training modules, fixing training budget, arrange internal training programs, imparting training and evaluating training effectiveness by means of a proper training calendar.
* **HR Policies:** Formulation & implementation of various HR Policies which also includes preparation employee manual.
* **Performance Management System:** Designing and implementing the process for monitoring employee performance (productivity and growth) through objective evaluative measures and competency mapping for employees.
* **Exit Formalities:** Coordinating post-resignation formalities, clearances & other relieving protocols. Handling the exit interviews of employees by making a detailed report on the reason behind the employee attrition.
* **Payroll Processing:** Maintain time and attendance / leave records for staff and prepare inputs to the payroll process besides carrying out salary and disbursement audits.
* **Document Management:** Maintain employee records and cater to employee requests such as relieving letters, certificates for proof of employment / address, salary certificates etc. Prepare MIS reports for management on HR activities and processes.
* **Employee Engagement:** Conduct the various employee engagement activities such as party, games, recreational activities.
* **Motivation and Retention:** Designing and conducting satisfaction surveys, developing reward & recognition schemes, managing internal communications of new policies, procedures and schemes to employees.
* **Administrative Duties:** Overlook routine administrative activities such as inventory management, petty cash, etc.

**Educational Qualifications:**

MBA (HR**)** Master of Business Administration in Human Resource Development from PDIT

B.comfrom Viveka Degree College

Intermediate from Viveka Junior College

S.S.C. from Kennedy English Medium School

**Computing Skills:**

Proficient in working with **MS Office, Excel**, **Google Sheets**, **& HRM Software.**

**Marital Status:** Married

**Languages Known:** English & Telugu

**Residential Address:** Plot no:63, Mythrinagar, Kukatpally, Hyderabad 500072.