

Sumitha P

Contact No: 9704941205

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Professional Summary

- Result – oriented HR Professional with 4 years of experience in Recruitment and HR operations.
- Effective in building positive relationships with personnel at all levels within the company and providing highest level of service to meet the strategic needs of the organization

Personal Strength & Skills

- Good Communication & Interpersonal skills
- Hardworking
- Strong Negotiating skills
- Quick learner
- Open Minded & Flexible
- Eager to learn new activities
- Good attention to detail

Work Experience:

Organization 1: CustomerInsights.AI, Hyderabad

Designation: Intern –HR & Admin

Duration : 22nd April 2021 till 31st December 2021

Responsibilities

- Coordinating the On-boarding process
- Updating Employee Database with all requisite information
- In-house Recruitment
- Sourcing profiles via LinkedIn and screening resumes based on the JD
- Conducting phone screening to create shortlists of qualified candidates
- Setting up of Virtual Interviews with Hiring Team
- Follow up with the candidates & maintaining the recruitment tracker
- Assisting in Employee Engagement activities
- Managing the Employee Time Tracker app-Clockify

- Supporting the production team of company's intranet platform with requisite data collection

Organization 2: Anmol Shruti Contractors & Engineers Pvt Ltd, Chennai

Designation: HR Executive

Duration : 23rd January 2012 till 18th April 2013

Responsibilities

- Internal Recruitment & post- recruitment activities
- Performing Reference check and background check
- Induction
- New employee joining formalities
- Attendance Maintenance
- Record, maintain and monitor attendance to ensure employee punctuality
- Issuing of various HR letters/ certificates as per the requirement in consultation with the management.
- Maintenance of employee database
- Communicating and explaining the organization's HR policies to the employee
- Assisting in payroll
- Maintaining confidentiality of Company employee information.
- Organising for training of employees as per Company's needs
- Employee Relations; attending to employee grievances or queries
- Performance Appraisal
- Conducting Exit Interviews

Organization 3: NEXT Technologies

Designation: Trainee- Office Manager

Duration: 2nd August 2010 – 30th November 2010

Responsibilities

- Developing and implementing new administrative systems
- Maintaining office files
- Overseeing the recruitment of new staff
- Contacting recruitment companies
- Maintaining the condition of the office and arranging for necessary repairs
- Conducting Staff meetings
- Front Office management
- Secretary to GM and all other administration work

Organization 4: ABC Management Solutions

Designation : HR Executive

Duration : 13th May 2009 - 30th June 2010

Responsibilities:

- Sourcing the candidates for various clients according to their requirements.
- Understanding the Client Requirement and identifying candidate skill sets to find the best match.
- Screening of candidates over telephone/ in person as per the requirement.
- Forwarding relevant profiles to clients.
- Coordination with client & candidates with regard to feedback
- Conducting preliminary interviews with candidates to ascertain their competencies, skills, and aspirations (based on work, position, salary and relocation etc).
- Interview coordination.
- Keeping track of the candidate for future reference
- Updating and maintenance of database

Organization 5: BigLeap Solutions (P) Ltd.

Designation : HR Executive

Duration : 14th November 2007 - 30th May 2008

Responsibilities:

- Understanding & Analyzing requirements assigned
- Sourcing and Screening candidate's profiles through job portals and referrals as per the requirement.
- Co-ordinating with the clients as per the requirement.
- Conducting preliminary interviews with the potential candidates.
- Scheduling the interviews for the shortlisted candidates.
- Follow-ups with candidates till rejection/selection.
- Understanding and maintaining the resume database as per the company's requirements.

Computer Knowledge:

MS Office (Word, Excel & Power Point)

Interests:

Listening to Music, Playing badminton, Solving Sudoku

Academic Details:

Qualification	Name of School / College, University	Year	Percentage
MBA (HR)	MG University	2005-2007	66%
B. Sc. Maths	Providence Women's College, Calicut	2002-2005	83%
XII	St. Joseph's AIGHSS, Calicut	2000-2002	77%
SSLC	Presentation High School, Calicut	2000	86%

Project Works for MBA:

- 1) II Semester: *Summer Project*: an Organizational Study of Baby memorial Hospital
- 2) IV Semester: *Main Project*: A Study on Training programme of Employees in PEEKAY Steels.

Certifications:

Employee Engagement

LinkedIn, February 2022

Talent Management

LinkedIn, January 2022

Performance – Based Hiring

LinkedIn, February 2022

HR Analytics Using MS Excel for Human Resource Management

Udemy, August 2022

Personal Details:

Date of Birth : 22.01.1985
Gender : Female
Marital Status : Married
Languages Known : English, Malayalam & Hindi
Address : Medha Rejoice, Flat#407, Sandhya Block,
Radha Krishna Nagar, Attapur,
Hyderabad
Contact Number : 9704941205, 9605642046

Declaration

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

Place: Hyderabad

Date:

(Sumitha P)