

**J. sumathi**  
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### **Objective:**

To prove myself dedicated and worthy as a member in a progressive organization that gives me scope to apply my knowledge and skills and be a member of the team that dynamically works towards the success of organization.

### **Synopsys:**

- Around 5 years of experience out of which 2+years of experience in different areas of Human Resources which includes like Recruiting, Attendance & Payroll management, Joining formalities, Background Verification, Employee relations, Event management, Employee recreation activities, General HR Activities etc.
- An effective communicator with good presentation and analytical skills.
- Proven strength in problem solving, coordination and analysis
- Achievement oriented and an ability to manage change with ease
- Has the Ability to easily learn and adapt to new responsibilities in a short time

### **Education:**

- Master's Degree/ MBA (Human Resource) 2012.

### **Academic Project (MBA):**

**Project Title:** Quality of Work Life

**Duration:** 56 days

**Project Description:** The Impact of Quality of work life on the Employee Satisfaction in IT Companies with special reference to Infosys, Wipro, TCS and Mahindra Satyam.

- Bachelors Degree/ B.Sc (Maths)/2008.

### **Technical Skills:**

<b>Office tools</b>	:	Microsoft Office 2007, 2010, 2013
<b>Operating system</b>	:	Windows 2000, XP, 7, 8

### **Professional Experience:**

**Organization:** Adam Information Technologies Private Limited

**Jan-2014 to till date**

**Role:** HR Executive

**Role and Responsibilities:**

**Recruitment:**

- Sourcing the candidates according to the requirements, through varied sources like Headhunting, Cold calling, Networking, Job portals and referrals.
- End to End process of Recruitment
- Screening of resumes based on identified parameters and thereafter conducting first round interviews to check for fit and orientation.
- Posting and mass mailing the job in social networking (like LinkedIn, Twitter, Facebook, Google +) and job portals.

**Attendance & Payroll management:**

- Joining formalities.
- Leaves and Attendance Management.
- Maintain all employees records, leave details change in bank details and similar.

- Responsible for calculation of payroll from Gross Pay to Net Pay with due regard to statutory and other deduction.
- Ensuring timely and accurate processing of payroll and payment of employees.
- Distribute pay slips and any statutory documents/certificate.
- Grievance handling and resolving issues and queries through one to one meeting.
- Conducting exit interviews and facilitating complete Full & Final process at the time of Separation of Employees.
- Maintain ESI & PF documents.

**Employee verification in the organization:**

- Initiation & Conduct of Background Verifications for the new Joiners.
- Coordination with vendors their previous employers and know get the feedback from them.
- Submit the records to the Management for clear records which I have been received from their previous employer.
- Maintenance of the clear records.

**General HR Activities:**

- Review of appraisal forms of employees and preparation of database for advancing the performance of employees.
- Involving in the ID card issue Processing, sending new employee's details to the top management.
- Plan, organize and conducting Training programs, Sales meets.
- Issuing of pay slips and Handling the queries related to pay roll.

**Event Management:**

- Conducted Birthday events of the employee.
- Conducted Traditional events like Ethnic ware, cubical decoration, Dress Colorado.
- Conducted festivals Etc.

**Organization: Cyient (Infotech Enterprises Pvt Ltd)**

**March-2008 to Nov-2013**

**Role: GIS Engineer**

**Job Description:**

- Mapping and Digitizing
- Navigation, route guidance
- Land base and Electrical Projects
- working with Raster Images,
- Quality Assurance and Quality Control
- Production, Edge Matching and Merging.

**Role: HR Trainee**

**Jan-2011 to July-2012**

**Job Type: Internship**

(While working as a GIS Engineer, I worked with the HR team for 7 months daily 2 hours as internship. Internally I played HR Trainee executive role by taking different activities in employee relationship and recruiting.)

**Job Description:**

- Recruitment
- Job posting and resume filtering on various job portals

- Conducting Interviews/Initial screening the candidates/ helping in recruitment process
- Scheduling and organizing the interviews
- Organizing the events
- Maintenance of employee database
- Maintaining /Updating Leave Records
- Handling Employee Queries

**Organization: RMS IT Services**

**Sep-2011 to Oct-2012**

**Role: Freelance Recruiter (Work from home on timely basis)**

**Job Description:**

- Handled sourcing through the portals, Referrals, Job Posting,
- Screening and Verification,
- Forwarded Shortlisted candidate profile to the client,
- Scheduling and Arranging the interview of shortlisted Candidate,
- Coordinating for the Interview with candidate and Client,
- Taking feedback from candidate and company,
- Maintaining the record of the recruitment activity,

**Other Activates:**

- Actively took part in the induction program conducted for our juniors, as a Volunteer, and also helped the people in organizing the program.
- Took part in annual celebrations in INFOSTAV as co-ordinate with people for organizing events, conducting games and extra activities

**Personal Details:**

<b>Name:</b>	Jampala Sumathi
<b>DOB:</b>	07-08-1983
<b>Marital status:</b>	Married
<b>Nationality:</b>	Indian
<b>Languages known:</b>	English, Telugu and Hindi.
<b>Contact Address:</b>	H-NO-77/10, LIG, 4th phase, KPHB, Kukatpally, and Hyderabad 500016.

**Declaration:**

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

Date:

Place:

J.SUMATHI