**SURABHI D. K.**

Mobile: +91 98809 55034 / +91 98454 43121 E-mail: [skgemini644@gmail.com](mailto:skgemini644@gmail.com)

***RESUME***

An innovative, highly motivated, focused and detail-oriented functional professional with a proven track record in various facets of Human Resource Management majorly focusing on Operations, payroll, recruitment and employee engagement functions. Seeking a position that would enable me to support the growth and profitability of an organization that provides challenge, encourages advancement and rewards achievement.

**Core Competencies:**

|  |  |
| --- | --- |
| * Payroll Management * Advanced Recruiting Technique and Analysis * Documentation * On boarding and Induction | * Employee Orientation * Employee relations & welfare * MIS Reports * Auditing & Statutory Compliance |

**SKILL SETS:**

***Payroll Management:***

* Payroll Administration primarily encompassing Compensation, PF, ESIC, TDS, etc.
* Preparation of Form-16.
* Preparation of Bank advise, Journal Voucher, GL codes and head count details.
* Consolidated Reconciliation Reports for PF, ESIC and Net Salary as well as audited for all statutory compliances.
* Handled Retirement, Termination, E-mail Queries and other processes in Payroll Operations
* Administered Name Change, Reporting Manager, Cost Centre Change, Variation to Hours, Claim Form, Transfer & Promotion as well as Superannuation
* Handling joining formalities
* Complete end to end F&F process

***Recruitment Proficiency Forte:***

 **Management of end-to-end recruitment Process**: Recruitment and selection of personnel for various requirements. Generating right talent pool for vacancies against different entry, middle and senior level positions.

 Recruitments have spanned diverse domains of **Health care and Pharmaceutical industry, Management Consulting and ITES** like Banking & Financial Services & Insurance, Finance & Accounts, Telecom, Retail, Marketing, SCM etc

* **Campus** **Activity:** Campus planning & co-ordination for Pharmaceutical and Medical Colleges for hiring M.Pharma, MBBS and MD professionals across India.
* **Conducting regular walk-in drives.**

 Interacting and liaisoning with the Hiring Managers for clarity on open positions, job specifications and allocation

of resources to various projects of the Recruitment.

 **Sourcing Strategy**: Worked with hiring managers to identify business needs and sourcing strategies to achieve closure of open positions. Ensure roles are posted on various Sources. Mobilize all available channels of sourcing (Campus, Employee Referrals, Direct Channels and Job portals, Blogs, LinkedIn etc). Involved in various Employee referral Programs.

 **Developing Job Descriptions** and **Defining clear competency** based on job descriptions (JD’s)

 Managing the CV selection; screening and assessment to ensure the most appropriate candidates are hired at the most appropriate compensation levels.

 **Pre-screening** of candidate’s resume and taking the preliminary interviews to check the fitment of the candidate.

* Preliminary Interview (analysing candidate’s profile, behaviour & attitude). Short listing the candidates according to the requirements specifications.

 **Inter center coordination**: Collating MIS related to recruitment (no. of candidates scheduled for interview, interview slots, skill assessment results, etc.)

 Scheduling the shortlisted candidates for Interviews - Tele- interview, F2F- interview, VC- interview.

 **Salary Negotiation** with the candidates by performing an internal and external benchmarking

* **Raising offer letters** on checking all the documents.
* **Documentation**

 Good working knowledge on different job portals, LinkedIn, etc.

***Recruitment Operations & Management Reporting:***

* Use and apply the **ATS application system** for creation and tagging of requirements.

 Preparation and updation of **Daily MIS Reports** for various positions handled for different business lines. Generating and analysing monthly & quarterly reports for the Vice President - HR.

 Maintain accurate reporting and **candidate management systems**, in addition to responding to ad hoc queries and requests for information from Hiring Manager.

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***Database Maintenance:***

 Maintaining a strong and quick access to the Company’s database (competitor’s list, SOP’s etc) and updating the same.

***Training:***

* Conducting and supporting various training sessions on new process improvement initiatives by management.

***Employee Engagement & Training:***

* Participate, support, coordinate all talent engagement activities as required – SANAS, R&R, Long service Awards, arranging meeting etc.
* Touch point / interaction with new joinees on regular basis through one on one sessions, to ensure smooth assimilation into the organisation
* Obtaining feedback from new joinees and its analysis for process improvements
* Sending internal communication mails such as referral, work allocation, on-boarding, welcome/congratulatory emails as a part of employee relations
* Handling various queries related to HR policies, salary structure, leaves and reimbursements
* Conducting yearly salary benchmarking and performing market survey to match the salary revision to market standards during yearly performance appraisals.

**PROFESSIONAL EXPERIENCE:**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Designation** | **Tenure** |
| Trivaan, New Delhi | Consultant | Aug 2011 – Dec 2012 |
| Indegene Lifesystems Pvt Ltd, Bangalore | HR - Executive | Jan 2013 – Till date |

**REWARDS AND RECOGNITIONS:** Recognized as a potential resource and a high performer and was rewarded with **spot award**.

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Marks/**  **Grade** | **Year** | **University, Location** |
| MBA – Finance & Human  Resources | M. S. Ramaiah Institute of  Management Studies | 63% | 2011 | Bangalore University, Bangalore |
| PGDBM – Corporate Entrepreneurship and Management | Sri Bhagawan Mahaveer Jain  College | A- | 2009 | Entrepreneur Development Institute of India, Ahmadabad |
| B.Sc | Sri Bhagawan Mahaveer Jain  College | 78% | 2008 | Bangalore University, Bangalore |

***Additional Qualifications:***

Certificate – Business Management from Bangalore University, Bangalore

**COMPUTER KNOWLEDGE:**

Microsoft Windows, Microsoft Office and Internet

**PERSONAL DETAILS:**

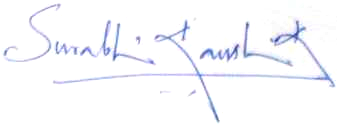
**Name:** Surabhi D. K.

**Date of Birth:** 15th June 1988

**Languages known:** English, Hindi, Kannada, Tamil, Telugu

**DECLARATION:**

I hereby confirm that the above knowledge is true to the best of my knowledge.

**Date: 11/06/2014 **

**Place: Bangalore, India (SURABHI D K)**