



# RAJESWARY. K.R

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UAE

## ACADEMIC CREDENTIALS

- 2018, 62% **MBA IN HR MANAGEMENT**
  - Bharathiar University, Coimbatore
- 2012, 71% **B. Tech IN INFORMATION TECHNOLOGY**
  - Anna University Chennai
- 2008, 68% **HIGHER SECONDARY**
  - Kerala State Board
- 2006, 70% **SSLC**
  - Kerala State Board

## PROFESSIONAL SKILLS

- Recruitment and Staffing
- Employee Relations
- Onboarding and Orientation
- Training and Development
- Policy Development and Implementation
- HRIS Management
- Termination and Exit Processes
- Payroll Management
- Record Keeping
- Administration
- Site Management
- Facilities Management
- Procurement Management
- Vendor Relationship Management
- Negotiation Skills
- Financial Analysis
- Communication
- Time management
- Organization skills

## PROFILE SUMMARY

Dedicated and results-driven HR Professional with over 4 years of comprehensive experience in HR management. Proven expertise in executing end-to-end HR functions with a focus on recruitment, employee relations, performance management, and organizational development. Adept at aligning HR strategies with business goals to foster a positive and productive work culture. Strong communication and interpersonal skills with the ability to collaborate effectively across all organizational levels. Seeking a challenging role in HR operations, general administration, or business development where my diverse skill set and proactive approach can drive organizational success.

## KEY SKILLS

Team Work

Work Ethic

Effective Listening

Goal-oriented

Customer service

Problem solving skills

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

## EMPLOYMENT CHRONICLE

**HR MANAGER** | Jan 2019 – Nov 2019

**SAGARA REALTORS PVT LTD, TRIVANDRUM, KERALA, INDIA**

### KEY RESPONSIBILITIES

- Oversee the end-to-end recruitment process, from creating job descriptions to conducting interviews and making hiring decisions.
- Manage employee relations by addressing concerns, conflicts, and grievances.
- Facilitate the onboarding process for new employees.
- Conduct orientation sessions to familiarize new hires with company policies, culture, and expectations.
- Implement performance appraisal systems and processes.
- Administer employee benefits programs, including health insurance, retirement plans, and other perks.
- Oversee the use of Human Resource Information Systems (HRIS) for data management and reporting.
- Maintaining accurate and up-to-date employee records.
- Develop, update, and communicate HR policies and procedures.

## COMPUTER PROFICIENCY

Windows 98/2000/XP/7	★★★★★
/10	
Oracle	★★★★★
Java, C, C++, JavaScript	★★★★★
Servlet, JSP, Struts	★★★★★
HTML, XML, CSS	★★★★★
M.S. Office	★★★★★

## LANGUAGES KNOWN

English	<div><div></div></div>	100 %
Malayalam	<div><div></div></div>	100%
Tamil	<div><div></div></div>	80 %

## PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 15/04/1990
Nationality	: Indian
Marital Status	: Married
Visa Status	: Dependent Visa

- Managing employee separations and conducting exit interviews.
- Stay informed about labor laws and regulations.
- Administer employee benefits, including health insurance, retirement plans, and other perks.
- Maintain detailed records of payroll transactions, including earnings, deductions, and taxes.
- Implement initiatives to boost employee morale and engagement.
- Coordinate and facilitate training programs for employee skill development.

**IBAJ GROUP OF COMPANY, ANCHALUMMOODU, KERALA, INDIA | July 2013-Nov 2017**

### Growth Path:

**HR MANAGER | Jul 2015 – Nov 2017**

**HR ASSISTANT MANAGER | Jul 2014 – Jun 2015**

### KEY RESPONSIBILITIES

- Administer the HR function and manage all the HRM activities such as Hiring, redeployments, monitoring of time office and preparation of payroll etc.
- Redress the day-to-day employee related issues by providing appropriate resolution.
- Develop and administer reward strategies to effectively drive performance.
- Conducting Employee performance appraisal programs.
- Promote employee engagement and retention through effective HR best practice programs.
- Establish feedback channels to support strong organizational communication to include open door practices, employee opinion surveys, skips, pulses etc.
- Respond to inquiries regarding policies, procedures and programs.
- Prepare employee separation notices and related documentation; conduct exit interviews to determine reasons for attrition and identify company improvement areas.
- Support employee and organizational development through appropriate change management and training initiatives.
- Inform management of critical issues and employee management trends through effective HR metrics and reporting.
- Operating the incentive system and employee reward schemes.
- Establish liaison with the Gov. agencies and report with the labour department, welfare fund authorities, ESI and PF organizations etc.

**ASSISTANT SYSTEM ADMINISTRATOR | July 2013-Jun 2014**

### KEY RESPONSIBILITIES

- Performs initial setup, software installation, testing, and security hardening of computer server systems.
- Troubleshoots hardware/software problems and system failures.
- Works with hardware and software vendors to diagnose and correct problems
- Monitors and evaluates operating efficiency, analyzes hardware/software performance and tuning.

## REFERENCE

- **Mr Prasanth T S**  
Managing Director  
Sagara Realtors Pvt Ltd,  
Trivandrum, Kerala, India.  
Contact No: +91 8594040405
- **Mr Amal K Ashok**  
Senior HR Manager  
IBAJ Group of Company, Kollam,  
Kerala, India.  
Contact No: +91 9846151869

- Monitors systems backup procedures and executes recovery operations when necessary.
- Prepares documentation of systems and software for permanent records.
- Continuously monitor and maintain systems and networks
- Respond to technical support calls from other staff members or clients and communicate how to resolve issues
- Diagnose and troubleshoot system and network problems, software faults or hardware complications
- CCTV Installation and monitoring
- Biometric installation, monitoring and taking reports.

### **JUNIOR SOFTWARE PROGRAMMER | Jun 2012-Jun 2013**

**SOFTEN TECHNOLOGY PVT. LTD, KOCHI, KERALA, INDIA**

#### **KEY RESPONSIBILITIES**

- Write, test, and maintain code for software applications.
- Collaborate with senior developers and team members to understand project requirements and specifications.
- Identify and fix bugs and issues in the code.
- Use version control systems (e.g., Git) to manage and track changes to the codebase.
- Assist in designing software solutions based on project requirements.
- Collaborate with QA testers to ensure the reliability and quality of software.
- Create and maintain technical documentation, including code comments and system documentation.
- Provide support to end-users and address reported issues.

#### **PROJECTS DETAILS**

<b>Title</b>	: Location Privacy
<b>Front End</b>	: Java
<b>Applications</b>	: Servlet, Jsp.
<b>Database</b>	: Oracle 10g
<b>Server</b>	: Apache Tomcat 6.0.20
<b>Team Size</b>	: 3
<b>Role</b>	: Team Member
<b>Description</b>	: It is a mechanism for searching a location on Google map without revealing the exact position of the user which is based upon latitude and longitude values.

## **DECLARATION**

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**RAJESWARY. K.R**