

RAJESWARY. K.R

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ACADEMIC CREDENTIALS

2018,62% • MBA IN HR MANAGEMENT

Bharathiar
 University,
 Coimbatore

2012,71% B. Tech IN INFORMATION TECHNOLOGY

Anna University
 Chennai

2008,68% O 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	n solving skills	lr	Interpersonal ability		
Detail Oriented Punctual Qu			uick 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

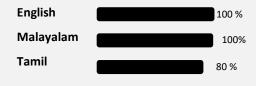
Servlet, JSP, Struts

HTML, XML, CSS

M.S. Office

★★★★★

LANGUAGES KNOWN



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

Title : Location Privacy

Front End : Java

Applications : Servlet, Jsp. **Database** : Oracle 10g

Server : Apache Tomcat 6.0.20

Team Size : 3

Role : Team Member

Description: It is a mechanism for searching a location on Googl

map without revealing the exact position of the use 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.

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