



SANJANA .R

HUMAN RESOURCE MANAGEMENT

CONTACT

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EDUCATION

St. Joseph College

MBA-HR (Human Resource
Management) (Correspondence)

Indian Academy Degree College

B.COM(Finance) with 64%.

East point PU College

PUC (Commerce) with 62%.

SRDF Vivekananda Vidyalaya

SSLC (CBSE) with 8.2%.

SPECIALIZATION

Humar Resource Management

SKILLS

1. Onboarding and Exit
2. Employee engagement
3. Decision-making
4. Teamwork and collaboration
5. Multi-tasking
6. Risk Management

PROFILE

Experienced HR professional with a proven ability to plan, direct, and coordinate HR policies. Adept at managing key staff processes including hiring, onboarding, exits, appraisals, and training. A skilled problem-solver, focused on resolving employee issues and enhancing satisfaction, with a passion for delivering exceptional quality and service.

EXPERIENCE

ZEOMEGA INFOTECH PVT LTD

CONSULTANT ASSOCIATE HR- OPERATIONS • 19 SEP'2022 – 11 JULY'2024

- Assisted and facilitated the delivery of HR services using SAP SuccessFactors, actively participating in the development and implementation of HR policies and processes across the organization.
- Managed end-to-end onboarding and exit processes.
- Ensured timely updates of employee files and documentation.
- Initiated and completed background verification (BGV) checks.
- Administered employee insurance policies.
- Monitored and tracked employee attendance and leave management.
- Provided payroll-related HR inputs to the finance team.
- Addressed and resolved employee queries efficiently.
- Maintained an up-to-date HRIS system, ensuring accuracy and compliance.
- Updated and published the organizational chart regularly.
- Organized and managed the employee information system.
- Designed and led employee engagement activities and events to boost morale.
- Coordinated visa filing processes for employees.
- Conducted quality audits in collaboration with relevant teams.

EVOFINITIVE BUSINESS SOLUTIONS PVT LTD

HR EXECUTIVE • 01 OCT'2020 – 15 SEP'2022

- Managed end-to-end recruitment, including sourcing, staffing, scoping, and onboarding candidates, while also overseeing team management, reporting, vendor coordination, and client relations.

LANGUAGE

English
Tamil
Kannada

CERTIFICATION

• Banking and Finance Certification

Aptech

• HRBP Course

Skilldeck

INTEREST

Travelling
Sports

- Screened and shortlisted candidates via portals, validating their experience and fit for the role.
- Conducted HR interviews, negotiated salaries for both company and client-based roles.
- Maintained continuous communication with candidates, scheduled interviews, and managed applicant databases and records.
- Developed recruitment strategies by placing job advertisements on various job sites.
- Specialized in volume/mass hiring processes.
- Managed employee attendance, leaves, and information systems.
- Oversaw employee file data management, ensuring accuracy and compliance.
- Led recruitment teams, tracking progress and performance.
- Demonstrated strong communication, decision-making, training, development, empathy, financial, organizational, and leadership skills.

INTERNSHIP

AXINIFORM BUSINESS GLOBAL SOLUTIONS PVT LTD

HR RECRUITER • 31 SEP'2019 – 30 SEP'2020

- Handled End-to-end recruitment — Sourcing, Staffing, Scoping and Onboarding candidates and in the areas of Team Handling, Reporting, Vendor management, client Co-ordination.
- Screening — Shortlisting candidates' source through the portal and validating them on their experience and interests in the role.
- Having end-to-end communications with the candidates, scheduling interviews, and maintaining a database with of the applicant documents and records.
- Developed strategies by placing job-advertisements on various job sites.

I declare that the information provided above accurately reflects my qualifications and skills. I believe this information meets the requirements of your esteemed organization and demonstrates my potential to contribute effectively while growing and learning through the opportunities your company offers. I affirm that the details provided are true and complete to the best of my knowledge.

Place: BANGALORE
SANJANA R

