

# **SOUJANYA B A**

## **HUMAN RESOURCE**

Bangalore  
soujanya-b-a-b25914199

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### **SUMMARY**

HR professional with experience in Recruitment, HR Operations, Onboarding, and Employee Engagement. Skilled in managing the end-to-end employee lifecycle, coordinating hiring activities, and improving HR processes. Proficient in HCM tools, SharePoint, and Excel reporting, with strong communication and stakeholder management capabilities.

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### **WORK EXPERIENCE**

#### **Velan IT Solutions Pvt Ltd - HR Executive**

**October 2025 - Till date**

- Managed end-to-end recruitment processes including job postings, shortlisting, and interview coordination.
- Handled onboarding processes ensuring smooth documentation and employee induction.
- Maintained accurate HR records and employee databases for compliance and reporting.
- Supported and organized employee engagement activities to enhance workplace culture.

#### **HDFC Bank Ltd -HR Operations Officer**

**October 2021 - August 2025**

- Managed end-to-end onboarding, including documentation, account opening, and induction.
- Oversaw probation-to-confirmation process through the HCM portal.
- Maintained HR documentation, employee records, offers, and salary structure support.
- Conducted virtual assimilation programs and tracked 30-60-80 day feedback.
- Planned and executed employee engagement activities.
- Created HR dashboards, trackers, and MIS reports in Excel.
- Served as HR point of contact for employees and managers.

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### **EDUCATION**

MBA (HR & Marketing) – Visvesvaraya Technological University (2019–2021)

B.Com – Kuvempu University (2016–2019)

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#### **CORE COMPETENCIES**

- HR Operations & Documentation
- Employee Lifecycle Management (Onboarding to Exit)
- Probation & Confirmation Process
- Employee Engagement & Experience Programs
- Learning & Development Coordination
- HR Data Management & Compliance
- HR Analytics & Reporting (Excel, MIS)
- HR Systems: HCM, SharePoint, I-Cube Portal

#### **SOFT SKILLS**

- Positive Attitude
- Team Player
- Communication Skills
- Deadline-Oriented
- Interpersonal Skills

#### **ACHIEVEMENTS**

- Best Performance Award (2023–24),
- Quarterly Performance Winner (2020–22),
- WOW Card Nomination,
- Best Sourcing Profile Award.

#### **TECHNICAL SKILLS**

- HR Tools: HCM, SharePoint, I-Cube Portal, PAMS
- Job Portals: Naukri, LinkedIn, Shine
- MS Office (Word, Excel, PPT)