

SOUJANYA B A

HUMAN RESOURCE

Bangalore

soujanya-b-a-b25914199

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.

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.

EDUCATION

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

B.Com – Kuvempu University (2016–2019)

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

TECHNICAL SKILLS

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

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.