

PRAVEENA OMANAKUTTAN

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Work Experience

Current Organisation : Ultimate International Pvt. Ltd.
Role : HR Personnel
Working Since : 01st April 2016 to Till Present
Profile : Office Administration, all HR activities, End to End Recruitment, Back office operations, Attendance, Pay Roll, Employee Engagement, day to day office activities, Tendering Activities

Key Skills : Exceptional interpersonal skills & hands on experience in Recruitment, Vendor management, office administration & Organizational Development.

Responsibilities:

- Attendance/ Leave & Payroll Management: Keeping track on employee attendance and leave details of both the schools and Delhi office; and accounting of staff's salary.
- HR activities: Sourcing profiles from employment portals and professional networks, Conducting interviews for Designers, Project Managers, Billing Engineers specialized in Interior & Turnkey projects and onboarding, Preparing MIS reporting, keeping minutes of meetings
- Employee Database Management: Archiving data files, updating employee data base, issuing employee ID cards etc.
- General Office Administration: Including day-to-day office administration, record maintenance and utility management.
- Tender & Bid processing: Searching fresh tenders in various government and private portals. Studying tender documents and preparing bid documents hardcopy submission and online submission. Handling various e-tendering portals and uploading documents in tender portals on for various Central/ State Government bodies and for Multi- National Corporate.
- Support: Providing working support to purchase and project execution team.

Previous Organisation : Delhi Public School- Bathinda/Patiala (Delhi office)
Role : Operations Manager
Working Since : 30th March 2015 to 30th November 2015
Profile : Office Administration, all HR activities, Procurement & Purchase management, Vendor Management, Back office operations, Visa processing, Handling Travel arrangements, inter-office correspondence, monthly billing, Attendance, Pay Roll, day to day activities

Responsibilities:

- Attendance/ Leave & Payroll Management: Keeping track on employee attendance and leave details of both the schools and Delhi office; and accounting of staff's salary.
- HR activities: Conducting interviews for educational professionals and onboarding, Preparing MIS reporting, keeping minutes of meetings
- Employee Database Management: Archiving data files, updating employee data base, issuing employee ID cards etc.
- Vendor Management: Collecting quotations from vendors, negotiating cost estimations, fixing quotations and communicating with the vendors/suppliers as per the various technical/ non- technical requirements in both the schools and the office.

- General Office Administration: Including day-to-day office administration, record maintenance and utility management.

Previous Organization : GSR software & BPO Pvt. Ltd. Trivandrum

Role : Project Co-ordinator

Working Since : March 2013 to December 2014

Profile : Office Administration, Employee Induction & Orientation, Employee Engagement, Office Administration and Petty cash Management, Front office & Housekeeping Management, Project Co-ordination

Project Co-ordination

- *Internal co-ordination: Co-ordinating with Project Manager & development team for project study, technical documentation, etc.*
- *Client Interaction: Communication with clients, Arranging and co-ordinating meetings with clients to gather the requirements, documentation of client requirements, further follow-ups with clients etc*
- *Tender & Bid processing: Studying various tender documents, preparing bid documents to be submitted and attending bid meetings and further follow ups*
- *Project Co-ordination: Recruiting new candidates for the ongoing projects, training & orientation of new employees, visiting and monitoring onsite projects*

General Office Administration

- Attendance & Leave Management: Keeping track on employee attendance and leave details with the help of biometric based access machine system.
- Front office & Housekeeping Management: Managing all front office activities and supervising housekeeping staffs.
- Petty cash & Utility Management: Keeping track on petty cash expenses and office utilities, Developing and tracking budget
- Employee Database Management: Archiving data files, updating employee data base, issuing employee ID cards etc.

Major Projects handled:

- *Suit Dairy- Software package for saving, retrieving and modifying details of filed suits against loans*
Involved in Project Study, Testing and implementation, database building
Client: State Bank of Travancore
- *GMantra- Temple Management Software*
Involved in Project study (upcoming version), client communication
- *GLib- Library Management Software (under development stage) Involved in project study, project presentation*
- *CMS:24/7 support for Crew Management System (CMS) at Calicut & Cannanore lobby Southern Railway Palgat Division (Ongoing)*
- *Koha Library Management Software- including implementation stage, classification and data entry stage*
Clients: Energy Management Centre Kerala, Krishnan Menon Memorial College Kannur

Previous Organization : Crown Solutions India Pvt. Ltd.
Cochin Role : Executive – Human Resources &
Administration Working Since : May 2012 to January 2013
Profile : Office Administration, Attendance & Leave Management, End to End In-house Recruitment, Employee Induction & Orientation, Employee Life Cycle Management, Employee Engagement, Implementation of organization policies, Office Administration and Petty cash Management

Recruitment, selection, Induction & Manpower Budgeting

Involved in the complete recruitment life-cycle right for sourcing the best talent from diverse sources, collaborating human resource requirements in consultation with heads of support function at corporate office as well as at facilitating smooth joining formalities and finally having the candidates on board, involving following deliveries.

- Managing complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- Planning human resource requirements in consultation with heads of different support functions and conducting selection interviews.
- Hunting manpower through Employee referrals, placement services, job portals and mass media advertisements.
- Significant exposure to complete Employee Lifecycle Management (Induction, Joining, Process/Confirmation, Exit/Relieving Process, Internal Job Postings etc.)

Life Cycle Management

- Ensure onboarding of Junior, Middle & Senior level of IT/Non-IT Recruiters as a part of internal hiring
- Manage Induction and orientation, Confirmations, Redeployment of employees basis competency skill set and Separation

Organizational Development / Employee Engagement

- Employee Engagement Initiatives: Design engagement budget, engagement interventions, design engagement calendar & ensure implementation of the engagement calendar.
- Organization Policies: Continuously update organization policies basis employee feedback and industry update. Handling employee queries related to HR processes & policies.

HR Dashboard

- Maintaining HR dashboard – Talent and Attrition Snapshot, Headcount Report, Separation Report, New Hire Report and Talent Movement Report.

General Office Administration

- Attendance & Leave Management: Keeping track on employee attendance and leave details with the help of RFID based access machine system.
- Front office & Housekeeping Management: Managing all front office activities and supervising housekeeping staffs.
- Petty cash & Utility Management: Keeping track on petty cash expenses and office utilities, Developing and tracking budget
- Vendor Management: Collecting quotations from vendors, negotiating cost estimations, fixing quotations and communicating with the vendors/suppliers.
- Employee Database Management: Archiving data files, updating employee data base, issuing employee ID cards and RFID cards etc.

Accomplishments

- Appreciated for express & quality hiring for Crown Solution Pte Ltd. Singapore
- Appreciated for closing Team Lead position for Crown Solutions Pvt. Ltd. Hyderabad
- Appreciated for the quality of office administration works.

Previous Organization : efx IT Solutions India Pvt.Ltd. Trivandrum

Role : Administrator

Working Since : August 2011 – March 2012

Profile : Office administration, End to End In-house Recruitment Process

Responsibilities:

- General Office Administration: Including petty cash management and utility management.
- Attendance & Leave Management: Keeping track on employee attendance and leave details with the help of biometric Access machine
- Front office & House keeping Management: Managing all front office activities and supervising house keeping staffs.
- HR activities: Conducting interviews for software professionals and onboarding, Preparing MIS reporting, keeping minutes of meetings.
- Client Management: Communicating with clients to get detailed idea of the project and their requirements, and demonstrating finished projects to clients
- Employee Database Management: Archiving data files, updating employee data base, updating employee portal etc.

Previous Organization : tiCyt [The Indian Cyber Technology], Kerala

Role : HR & Admin Executive

Working Since : August 2009 – March 2011

Profile : Managing office administration and co-ordinating marketing staffs, End to End In- house Recruitment Process, Implementing new company policies and all HR activities

ACADEMIC CREDENTIALS

B Tech (CS)	Sree Buddha College of Engg. (Kerala University) 2009 with 68%
XII	D.B.H.S.S. (Kerala State Syllabus) 2005 with 76%
X	S.B.H.S.S. (Kerala State Syllabus) 2003 with 85%

IT SKILLS

- Proficient in MS Excel, MS PowerPoint and MS Word [2003, 2007 & 2010], Browsing skills
- Basic knowledge in Microsoft Visual Studio, C#, Asp. Net

LANGUAGES KNOWN

- English- Read, Write, Speak [Proficient]
- Malayalam- Read, Write, Speak [Native]
- Hindi- Read, Write, Speak [Intermediate]
- Tamil- Understand, Speak (Beginner)

PERSONALVITAE

Husband's Name	Mr. Arun P J
Date of Birth	May 04, 1988
Gender	Female
Marital Status	Married
Current Address	#32- A, 2 nd Floor, DDA Flat, Lado sarai, New Delhi- 110030
Permanent Address	Kappakasseriyathu House, Puliyoor P.O, Chengannur, Alapuzha, Kerala- 689510
Current Location	Lado sarai, South Delhi

PASSPORT DETAILS

Passport No	H9117828
Date of Expiry	13/7/2020
Place of Issue	Cochin

REFERENCE

Will be furnished on request.