RAMYA RAJU

Email: ramya9raju@gmail.com

PH: +91 8113982522, +91 9072472315

CAREER OBJECTIVE

To achieve a high level of expertise & experience in a growing organization & to further enhance my skills & to commit my individual capabilities & efforts to the organization's development, growth & expansion.

EXPERIENCE

2BASE TECHNOLOGIES PRIVATE LIMITED

DURATION: June 2021 – Till Date

DESIGNATION: HR ASSOCIATE

Key Skills Include:-

- End to End Recruitment Activities
- Onboarding Procedures
- Attendance & Leave Management
- Performance Appraisal
- Employee Database Management
- HRIS Management
- Monitoring of employees (Working Hours)
- Exit Procedures
- General Administration

IT RECRUITMENT SKILLS

- ❖ Technologies familiar : Full Stack Developer, Frontend, UI/UX Designing, PHP, Quality Assurance, iOS, Linux, Business Analyst, Angular, Python, React js, HTML, Technical Support, etc

Recruitment & Selection:

- Responsible for Recruitment, Selection & shortlisting the candidates. Sourcing the possible candidates via the sourcing procedures like job portals, job consultancies, employer & employees' references, Social Media – LinkedIn followed by screening and shortlisting of candidates.
- Analyzes and understand the requirements of the managers.
- Coordinating with the Technical Panel & the Manager regarding the requirements, Interviews, etc.
- Co-ordinate the entire recruitment procedure right from sending the candidate's profiles till his joining.
- Follow Up at regular Intervals with selected candidates till they join the organization, and Deal with their various QUERIES.
- Scheduled and conducted interviews on daily basis.

On-boarding of Employees:

- Briefing the new joiners about company policies and procedures, leave policies. Ensuring the completion of joining formalities (Appointment Letter, collecting and verifying the documents of new joiner)
- Updating the complete details of the new joiner in HRIS & Master Database, Co-ordination with Technical Team for official Email ID Creation., Maintaining employee personal data files and folders.
- Employee background verifications and reference checks.

HRIS Management:

- Maintaining & updating Employee's Database & personal records, Verify & Process record data of each employee.
- Timely updating of Attendance & Leave Management (both manual and with software).
- Monitoring the working hours of employees and preparing reports.
- Proficient in GreytHR.

Exit Process:

- Coordinating for clearance with the department for resigned, quiet/terminated employees, Smooth exit, and issuing experience certificate and relieving letter.

General Administration:

- Asset Management, HR Forms & Formats.

EDUCATIONAL ATTAINMENT

MBA (HR & Operations Management)	University Institute of Management- Kerala University	73.14%	2020
B.Tech (Computer Science and Engineering)	KRGCEW- Kerala University	6.75	2016
12th	SDVHSS Alappuzha	78%	2012
10th	The Indian School Fujairah UAE	86%	2010

ACADEMIC INTERNSHIP & PROJECT

Internship - HR Internship - N. C. JOHN AND SONS PVT. LTD ALAPPUZHA

Project - The study on the Implementation of Quality Management in Industries - N. C. JOHN AND SONS PVT. LTD ALAPPUZHA

COMPUTER SKILLS

- ❖ Office Management   :   MS Office (Word, Excel, PowerPoint, Outlook)
- ❖ Google WorkSpace   :   Docs, Sheets, Slides, Forms, Meet
- ❖ Operating Systems   :   Windows XP/2000/7/10
- ❖ Software   :   GreytHR, Zoho Recruit, Team Work

KEY COMPETENCIES

- ❖ Excellent Communication Skills. Fluent in English and Malayalam
- ❖ Time Management
- ❖ Adaptability

PERSONAL DETAILS

Date of Birth: 23 Sep 1994   Nationality: Indian

Languages: English, Malayalam   Residential Address: Machingal House

                                          Near Y.M.C.A, Alappuzha, Kerala-688001

DECLARATION

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief.

Place: Alappuzha   Name: Ramya Raju