



Shwetha sachin raj

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Summary:

4+ years professional Experience as an HR Executive with specific expertise in handling large scale human resource projects. An expert HR Executive with proven expertise in implementing the policy and procedure. Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited. Proficient in Handling the payroll process and compensation benefits of employees. Highly efficient and well established in administrative environments that are fast-paced and challenging.

Skill Highlights:

- Full Recruitment Cycle
- Manpower Planning
- Periodical reports of PF & ESI
- Employee relations
- Attendance Management
- Induction Training
- Payroll processing
- Hiring resources within the stipulated average salary of LOB

Educations:

MBA in Human Resource with 61.05% from Mangalore University.

BCA with 61% from Mangalore University

Experiences:

Recruiter & Business developer - 09/2016 to 05/2017

Aquarius worldwide, Dubai

- Understanding client requirements and deciding on the recruitment strategy
- Sourcing candidates through online portals.
- Updating job ads frequently and closing the ads once's the vacancy is filled.
- Conducting Phone screening and preliminary interview for the candidates
- Lining up the candidates for clients interviews.
- Collecting and verifying the documents of candidates
- Background verification of seleted candidates
- Managing various databases and administrative responsibilities
- Updating social media handles of Aquarius worldwide regularly.
- Contacting different organizations for tie up.

HR Executive- 04/2012 to 03/2016

Powernet Distribution Solutions, Mangalore, India

- Involved in full recruiting life cycle & end to end recruitment.
- Manpower Planning.
- Understanding client requirements and deciding on the recruitment strategy.
- Sourcing CVs from various channels such as referencing, company's own database, Job Portals i.e. Monster, Naukri, and networking tools such as LinkedIn.
- Conducting Drives, Walk-ins and personal interviews.
- Arranging for technical panels and coordinating at all levels of Interviews.
- Conducting HR interviews to check the candidate's suitability for the requirement.
- Back ground verification of the selected candidates.
- Conducting induction for new joiners to create awareness of the company vision and their functions.
- Recruiting people at all levels, i.e. for all permanent, subcontracting and direct positions.
- Hiring resources within the stipulated average salary of LOB (Line of Business).
- Handling the payroll, compensation and benefits administration.
- Attending of Post- Selection formalities like, Drafting and sending offer letters, completing joining formalities.
- Preparing periodical reports of ESI, EPF etc.
- Maintaining all Employees Record.
- Maintaining different types of registers such as Muster Roll, Wages Register, Wage slip, workmen Register and Over time register, Bonus Register etc.
- Preparing for full and final settlements of all the outgoing employees.
- Issuing Relieving and Experience letters for the outgoing Employee/Contract employees after all the clearances.
- Preparing shift schedules and duty roaster to different sites.
- Collecting periodical feedbacks from clients.
- Conducting one to one meeting with all the employees and with the mid level staffs.

Academic Projects:

Undertaken a study on **Employee Welfare Activities in HML Agencies Private Limited**, Mangalore in 2010.

Undertaken a project work on **'Effects and Impact of Work-family Engagements: A Study with Respect to Dual Career Families in Mangalore Taluk'** as a part of MBA project work.

Languages:

English, Hindi, Kannada and Tulu.

Personal Details:

Date of Birth : 04-10-1987
Marital status : Married
Visa status : Husband visa.
Nationality : Indian

Passport details

Passport Number : P2787170
Expiry : 23/06/2026

Certification

I, Shwetha declare that the above information is true and correct to the best of my knowledge.

Yours Sincerely,
(Shwetha)