“Shree Durga Matha”,

 D. No: 3.99/4,

 **SHWETHA SACHIN RAJ**

 Behind Syndicate bank, Kulai,

 Mangalore.

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OBJECTIVE

Looking for a position which fosters personal growth, provides opportunity for continuous learning and enables me to utilize my skills and contribute my best to the organization.

**EDUCATIONAL QUALIFICATION**

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| **Qualification** | **Board/University** | **Institution** | **Year of Passing** | **Marks (%)/****CGPA** |
| MBA (HR) | Mangalore University | MSNM Besant Institute of PG Studies, Mangalore | 2011 |  61.05% |
| BCA | Mangalore University | Canara College, Mangalore | 2009 | 61% |
| PUC | Karnataka State Board | St. Aloysius College,Mangalore. | 2006 | 68.67% |
| SSLC | Karnataka State Board | N.M.P.T High School,Mangalore | 2004 | 77.76% |

##### 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.

**WORK EXPERIENCE**

* Worked at Srinivas Institute of Management.
* Presently Working as **HR Executive** in **Power net Distribution Solutions**, Mangalore from August 2012.

**Brief assignment Description :**

* Handling all level recruitments for all projects.
* Screening the Data Bank (Job Posting Response), to work on job portals like Naukri.com, Monster.com & Timesjobs.com.
* Identifying and sourcing candidates through head hunting, Job portals, database and references.
* Manpower Planning, Recruitments & Organizing for Interviews.
* Attending of Post- Selection formalities like, Drafting and sending offer letters, completing joining formalities.
* Fixing the Salary of all Site Employees.
* Maintaining all Employees Record.
* Maintaining Muster Roll, Wages Register, Wage slip, Workmen Register and Over time register, Bonus Register etc.
* Preparing periodical reports of ESI, EPF etc. Preparing settlements of outgoing employees etc.
* Issuing the gate pass to the site employees.
* Issuing Relieving and Experience letters for the out going Employee/Contract employees after all the clearances.

##### EXTRA CURRICULAR ACTIVITIES

* Participated in the HR Event in the National Fest, ‘Com-kriti’ organized by Besant Womens’ College, Mangalore in 2010.
* Participated in the HR Event in the National Fest, ‘Sambhram’ organized by ‘Sri Devi institute of Technology ’, Mangalore in 2011.
* Participated in the State level conference held in ‘Sri Devi Institute of Social work’.
* Participated in various activities organized by MSNM Besant Institute of PG Studies under the aegis of ‘Samanvaya’, a Student Forum at the college.
* Active Coordinator for the ‘Mangalore Marathon-2010’ organized by MSNM Besant Institute of PG Studies, Mangalore.
* Certificate course “EXPORT MANAGEMENT” conducted by MSME yeyadi Mangalore.
* Attended workshop on “psychometric test” conducted at A. J. Institute of Mangalore.

PERSONAL INFORMATION

Date of Birth : 04-10-1987

Sex : Female

Religion : Hindu

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi, Kannada and Tulu.

 **CERTIFICATION**

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

Yours Sincerely, (**Shwetha**)