

RESUME

SRISHA B

26 Sreedhar Illam, Thiruvalluvar Street, Mahalingapuram, Pollachi, India 642002.

srisha880@gmail.com

CAREER OBJECTIVE

Human Resources executive with 1+ years of experience assisting with and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives. Possess a MSW in Human Resources Management and a Professional in Human Resources certification.

PROFESSIONAL EXPERIENCE

PERIYAR POLYMERS PRIVATE LIMITED

HR EXECUTIVE, Sept 2016

- Implement effective HR policies to ensure all practices are in compliance with labor and employment regulations.
 - Increased employee retention above 90% by rigorously maintaining a positive work environment.
 - Develop targeted outreach recruitment programs to recruit more minorities and meet affirmative action requirements.
 - Created a website with an embedded database and FTP functionality to enable online recruitment for the organization and reducing recruitment costs by 10%.
 - Develop user friendly application forms and questionnaires to be used by the organization during staff recruitment and interviewing.
 - Arbitrate labor disputes in collaboration with the legal department.
-

Academic Qualifications

MASTER OF SOCIAL WORK [MSW] - NGM College - Affiliated to
Bharathiar University – Pollachi

Bachelor of Science: Bachelor of Commerce [BCom] - NGM College - Affiliated
to Bharathiar University – Pollachi

Secondary Education Exam - Mariammal Girls Higher Secondary School -
Pollachi

Primary Education Exam - TMT.Rukmaniammal Higher Secondary School -
Pollachi

Academic Field Experience

- 3 days of Tribal's training camp in Attappadi village of Western Ghats regarding women and children welfare.
- 1 day in the HR department personnel & administration by studying the compensation and benefit policies of the company for Universal Heat Exchangers Ltd, Settupalayam, Malumichampatty, Tamil Nadu 641021 and Harshini Textiles Ltd, Sundarapuri, Thathur (PO), ANAMALAI, Tamil Nadu 642104.

Academic Research Dissertation

Study on leadership style and Organisational citizenship behaviour (OCB).

Academic Seminar's

- Participated in "Spirituality in Human Resource Management (HRM)".
- Participated in 2 day national conference "Social transformation and the impact in empowerment - role of the media".
- Participated in student's national level conference "A study on perception of quality work in life".
- Participated in flood relief activity through "INFINITY TRUST".

Skills

- ✓ Superb typing skills (WPM:90)
- ✓ Proficient with Human Resource Management Systems Workday
- ✓ Skilled in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- ✓ Evaluation and Interpretation
- ✓ Research methods and tools SPSS
- ✓ Communication in a range of modes (written, spoken, interpersonal)

Personal Details

Name : SRISHA B

Date of Birth : 12-Oct-1993

Gender : Female

Nationality : Indian

Languages : English, Tamil

Hobbies : Embroidery, Badminton, Reading Books,

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place : Yours Truly,
Date : SRISHA B