

Aravind N

Bangalore 

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A result-oriented I have 4+ years of Experience in IT domain and as a HR professional having nearly 2+ year of experience in end to-end recruitment, onboarding, induction process, employee engagement, training and development, BGV, Attendance management and employee engagement. Skilled in HR Analytics such as HR Stop tool, Onboarding/Off boarding, Exit Formalities and maintaining employee database. Committed to maintain high levels of integrity, professionalism, and confidentiality. Strong communication and interpersonal skills with a proven track record of working effectively in a team environment.

EXPERIENCE

Pharmed PVT LTD

January 2024 – Present

➤ Office HR

- **End to End Recruitment:** - Sourcing, Screening, Recruiting, Onboarding of Employee, preparation of Offer letter and employee agreement.
- **Onboarding/Off Boarding:** - Onboarding and off boarding of employee while joining and exit of the employee that also includes management of employee data base and employee documents.
- **HR operations:** -
 - **Attendance:** - time sheet and attendance management.
 - **Employee Data Management in FFR Reporting (HRIS/HRMS)**
 - **EPF:** - Onboarding new employees to EPF, Monthly payments and returns filing.
 - **ESIC:** - Onboarding new employees to ESIC, Monthly payments and returns filing.
 - **Professional Tax:** - Taking care of new Registration in PAN India, Monthly payments and returns filing.
 - **Payroll and Incentives:** - Monthly payroll processing and Quarterly Incentives calculation and payments.
 - **Statutory and compliances:** - Regular payments on ESIC, EPF and handling the notices.
 - Keep updated with regular Labor law and Minimum wages ACT and keeping the track of it.
- **HR Audit:** -
 - Attendance reconciliation: - Field Employees attendance reconciliation
 - Field Employee data auditing.
 - Payroll, Incentives, Bonus and statutory calculation and data management.
- **Exit Interview:** - Taking care of Exit interview for both Field and office employees.

HR Consultant (4 point 2 Technology and Melting Pot Concepts Pvt LTD)

October 2023 – January 2024

- Recruitment
- Training and Development
- Payroll data management,
- Payment and Returns on EPF and ESIC
- Guiding on statutory and labor laws like Minimum wages Act, ESIC, EPF, Industrial Act, Offer letter, employee agreement, and Appointment letter.
- Guiding on POSH activities.

ReadyAssist

November 2022 – September 2023

- **Talent acquisition specialist and employee relation.**
 - **End to End Recruitment:** - Sourcing, Screening, Recruiting, Onboarding of Employee, preparation of Offer letter and employee agreement. AMS (Application Management Service) from Hiring Bull.
 - **Onboarding/Off Boarding:** - Onboarding and off boarding of employee while Joining and exit of the employee that also includes management of employee data base and employee documents.
 - **Employee Relations:** - Handling employee grievances and concerns, mediating conflicts between employees, Promoting a positive work culture and employee engagement.
 - **Training and Development:** - Identifying training need and development of training program, providing opportunity to develop their skills.
 - **Talent Management:** - Identifying and retaining top talent, succession planning and talent development, managing employee performance and feedback.
 - **HRIS and HRMS:** - Taking care of Employee personal and official data and maintaining it on track. Employee report generation.
 - **HR Policies and Complains:** - Preparation of new policies as per the requirement and maintaining it in a proper way to implement it. Taking care of employee complains.
 - **HR operations:** - Attendance management, payroll processing, employee full and final settlement, employee separation, Background Verification (BGV).
- **Management Trainee**
 - Preparing offer letter, employee agreement and experience letter.
 - Managing Employee data base.
 - Handle Blue collar employee for their query.
 - Vendor data management.
 - Bulk hiring (IT & Non-IT).
 - Preparation of job description, roles and responsibilities and posting in multiple Job portals.
 - Coordinating employee engagement programs.
 - HR Matrix analysis.

Infovirtech

July 2022 – September 2022

- **Human Resource Intern**
 - Screening, Sourcing, Recruitment.
 - Onboarding/Off boarding Employee.
 - Job posting in multiple portals.
 - PPT preparation and presentation.

Ahana Technology (Contract Employee at Collins Aerospace)

July 2020 – May 2022

- **IT Support Engineer**
 - Handling assets.
 - Preparation of PPT of assets
 - Tickets tracking through ServiceNow.
 - Weekly and monthly report generation on Assets and Tickets.
 - Handling incident and service tickets.
 - Service Now.
 - Managing team and different sites.
 - Vendor management.
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Skills

- HRIS & HRMS (HR Stop, Greyt HR, Uknowa, Darwin)
 - Advance Excel (ETL, Vlookup, Hlookup, Xlookup, Pivot etc).
 - On-boarding/Off-boarding of Employee's Includes Orientation and Exit Interviews.
 - Bulk Hiring (IT & Non-IT).
 - Screening, Sourcing Recruiting, ATS (Application Tracking Service).
 - Attendance Management/Payroll Processing (On roll & Contract).
 - People Management, people engagement.
 - R Programing, Power BI, Tableau.
 - Python, SQL & DBMS
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Education

IIM Vishakapatnam

Dec 2024 – July 2025

ASHRM – Advanced Strategic Human Resource Management.

MBA at Seshadripuram Institutions of Management studies, Bengaluru

January 2020 – November 2022

Specialized in Human Resource & Business Analytics.

BCA at Seshadripuram Degree College, Bengaluru

June 2016 – April 2019

Specialized in Computer Science

Certifications

- HR & IR Certification from HR&IR Academy by Mr. H Balakrishna.
 - Excel Certification from Edupinnacle.
 - ASHRM Certification from IIM.
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Award

Raising Star @ ReadyAssist in July 2023

Languages

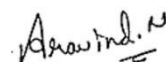
English, Kannada, Telugu, Hindi

DECLARATION

I hereby declare that the above declared statements are true, complete and correct to the best of my knowledge and belief.

Place: Bangalore

Date:



Aravind N