

S. Reshma
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Dynamic HR Professional with 5 Years of progressive experience in managing the HRBP, HR Operations & Recruitment.

- Sourcing
 - Org. Management
 - Campus Drive
 - Onboarding
 - SAP
 - HR MIS
 - Orientation
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 Work Experience

Sr. Executive - Kia India Private Limited (From 10th Sep'18 ~ till present)

- ▶ HRBP with expertise in partnering with business leaders to understand and address strategic business needs, effectively articulating people priorities.
 - ▶ Demonstrated proficiency in candidate sourcing through various channels including LinkedIn & Naukri.
 - ▶ Conducted behavioral interviews and assessments to evaluate candidates' suitability for specific positions.
 - ▶ Consistently negotiated & closed job offers with top candidates, resulting in a 90% acceptance rate.
 - ▶ Effectively communicated pre-onboarding information to new hires, addressing any query and facilitating a smooth transition into their roles.
 - ▶ Led end-to-end onboarding process for new hires, including orientation, paperwork, and training coordination.
 - ▶ Partnered with hiring managers to define job requirements, set expectations, and provide regular updates on recruitment progress.
 - ▶ Organized and coordinated 20 campus drives to recruit fresh talent for various departments.
 - ▶ Mass Hiring : Managed the recruitment of 300+ positions across various departments to support the 3rd shift operations.
 - ▶ Designed and implemented organizational structures that improved departmental efficiencies and facilitated clearer lines of communication.
 - ▶ Utilized SAP to create and update organizational charts, ensuring accuracy and to minimize disruptions.
 - ▶ Proficient in using HRIS systems such as SAP for data management and reporting.
 - ▶ Implemented data validation protocols to maintain high levels of data accuracy and compliance with privacy regulations.
 - ▶ Collaborated with managers to provide feedback and recommendations on new hire performance during the training & probationary period.
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 Certifications

- ▶ Pursuing Strategic HR with applied Analytics from IIM, Rohtak
 - ▶ Certified HR Business Partner from Middleearth
 - ▶ Certified Trainer from Train the Trainer Program, Kia
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 Education

- ▶ MBA in HR (2016 ~ 2018) from Sree Vidyanikethan Institute of Management, Tirupati.
 - ▶ BBM in Marketing (2013 ~ 2016) from Sri Sathya Sai Institute of Higher Learning, Anantapur
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 Technical Competencies : MS Office Excel, Powerpoint, Word

♥ **Interests** : Listening music, Cooking

 Address : Bangalore