



RESHMA S

HR Professional

Dynamic HR Professional with 5 Years of progressive experience in managing the HR Operations, Recruitment, Staffing, Org. Management & Onboarding.

CONTACT ME

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Education

- ▶ **Post Graduation (2018)** : MBA at SV University, Tirupati, in the stream of Human Resource & Marketing.
- ▶ **Under Graduation (2016)** : BBM at Sri Sathya Sai Institute of Higher Learning, Puttaparthi, in the stream of Finance & Marketing.

Technical Competencies

- ▶ MS Office (PPT, Excel & Word)
- ▶ SAP HR Module

About myself

- ▶ **Languages** : Urdu, Telugu, Hindi
- ▶ **Hobbies** : Cooking, Listening Music

Work Experience

Assistant Manager, Kia India Pvt. Ltd.
Sep'2018 ~ till present

- ▶ Empathetic and Results-Driven HR Business Partner adept at forging strong partnerships with business leaders to deeply understand their needs and effectively articulate people-focused priorities.
- ▶ Recognized for delivering efficient and impactful solutions in talent acquisition, organizational management, onboarding, campus drives, MIS reporting, probation management, special projects, and additional HR responsibilities.
- ▶ Talent Acquisition: Utilize a compassionate approach in job postings, proactive sourcing, and comprehensive interviews to identify top talent. Skillfully negotiate with shortlisted candidates, ensuring a seamless and positive experience. Streamline the offer letter process while respecting management approvals.
- ▶ Organizational Management: Efficiently manage company organizational structures, staffing needs, and responsibilities. Leverage expertise in SAP (PPOME, PPOSE, Org. Reassignment) to execute staffing actions accurately and maintain an optimal hierarchy.
- ▶ Onboarding: Champion a holistic onboarding process that ensures new employees complete pre-employment processes accurately and feel supported from day one. Expertly create personnel actions and configure employee master data using SAP (PA30, PA40), guaranteeing a smooth and personalized onboarding experience.
- ▶ Campus Drive: Foster strong relationships with college placement officers to coordinate impactful campus drives, attracting top talent and enhancing employer branding.
- ▶ MIS Reports: Demonstrate a commitment to transparency and efficiency by preparing comprehensive daily, weekly, and monthly employment status reports, facilitating data-driven decision-making.
- ▶ Probation Management: Establish a supportive environment by managing trainee and probation evaluations through an internal portal, providing timely and constructive feedback, and issuing confirmation letters promptly.
- ▶ Special Projects: Collaborate closely with headquarters teams to implement HR analytics and Success Factors, driving improved decision-making and organizational success.
- ▶ Additional Responsibilities: Foster a compassionate workplace by actively collaborating with leadership on policies and activities such as POSH, performance management, and recruitment.
- ▶ Conduct engaging HR inductions for new hires, ensuring a warm welcome and a smooth integration into the company culture.
- ▶ Demonstrate efficiency in processing expat welfare, including accommodation arrangements, to provide a comfortable and supportive experience.

Overall, an effective and empathetic HR professional, dedicated to driving efficiency and effectiveness while fostering a compassionate and inclusive work environment. Committed to delivering results and building strong partnerships to achieve organizational goals.