

## **CURRICULUM VITAE**

ANURADHA SRIVASTAVA

Stamp 1G Holder

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Dublin, Ireland

**Career Objective:** - To kickstart my career once again after a break, seek a position that will have my skills and achieve goals with utmost professionalism and work in the progressive work culture towards the fulfillment of the vision of the organization.

### **Expertise**

- Currently pursuing Diploma in Book Keeping and Payroll.
- Expertise in Book Keeping, Payroll Management and other basic HR activities
- Knowledge of Sage Payroll and Accounts Software
- Expertise in Microsoft Excel, Word, and PowerPoint
- Proficient in using Google products like Gmail, Google Docs & Calendar, Google Drive
- Excellent communication skills, written and oral
- Certification in Software Testing and Diploma in Computer Application
- Great team player, excellent analytical, project coordination and time management skills

### **Work Experience Summary**

| Company  | Duration                     | Designation               |
|--|------------------------------|---------------------------|
| St. John's Research Institute,<br>Bangalore, India | September 2013 - August 2014 | HR Executive (Generalist) |
| SourceOne Management<br>Services Pvt. Ltd.         | October 2011- March 2012     | IT-Recruiter              |

### **Payroll & Leave Management:**

- Management, updating and tracking of leave requests, approvals, balance etc. in the HRMS system.
- Leaves eligibility, keeping track of the leaves taken by employees and maintaining history of leaves rejected, approved, and requested
- Updating attendance, salary increment and other details of each employee in HRMS system. Preparing employment contracts and incentives letter

### **Query Resolution System (QRS):**

- Providing a timely and responsive service to our people by managing generalist HR queries
- Resolving queries related to Tax, leaves, investment declaration, attendance etc.
- Providing guidance and support to department heads with disciplinary and grievances to ensure company procedures and policies are adhered.

**Induction Program:**

- Assisting in on-boarding induction programs.
- Pre employment check for all new employees.
- Introducing employees to the policies and culture of the organization
- PowerPoint presentation of organization's vision, mission, leave, policies etc. along with HR manager.

**Recruitment:**

- Managing and screening resumes of approximately 100 prospective candidates on a daily basis.
- Gather requirement from departments of the organization.
- Drafting job description of the open positions and posting the same on the job portal and organization's website.
- Arranging interview with the department head, Dean and HR manager.
- Updating the recruitment tracker on an ongoing basis.
- Maintaining and updating our careers website as per required vacancies.

**Exit Formalities:**

- Keeping track of employees exit dates in excel sheet with all the details.
- Arranging exit interview of resigned employee with the HR Manager.
- Assigning no due clearance and feedback form to resigned employee at the time of exit interview.

**Academic Qualification**

| Degree                                  | Board/<br>University         | Year of<br>Passing | Specialization | Marks            |
|---|------------------------------|--------------------|----------------|------------------|
| Master of Business<br>Administration    | University of Pune,<br>India | 2011               | HR             | First Class(61%) |
| B. Sc.in Business<br>Information System | YCMOU, India                 | 2009               | IT             | First Class(73%) |

**Summer Project details: -**

| Organization                                 | Course Project                             | Title of the<br>Project                              | Brief Work Profile  |
|--|--|--|---|
| Samruddha<br>Jeevan Foods<br>India Ltd, Pune | MBA(HR)<br>Summer<br>Internship<br>Project | Attrition<br>Management<br>& Retention<br>Strategies | The project deals with the major issue of the business industry i.e., attrition. The project is about the retention strategies which should be adopted to overcome attrition. |
| Lumbini<br>Beverages Pvt.<br>Ltd.            | MBA(HR)<br>Internship<br>Project           | HR Practices   | The project deals with the regular HR practices such as daily HR activities, maintenance of employees' leaves (MIS).  |

**Graduation Project details: -**

| <b>Organization</b>    | <b>Course Project</b> | <b>Title of the Project</b>                   | <b>Brief Work profile</b>  |
|------------------------|-----------------------|---|--|
| Seed Infotech,<br>Pune | BSc-BIS               | Supplier<br>Relationship<br>Management System | The project was development of a web-based application for managing the vendor details who deals with the company. |

**Personal Details:-**

|                        |  |
|------------------------|--|
| <b>Date of Birth</b>   | 22 <sup>nd</sup> August 1987                     |
| <b>Current Address</b> | Bushy Park House, Terenure<br>Dublin 6W, Ireland |
| <b>Email-Id</b>        | anuradha.sri1987@gmail.com                       |
| <b>Languages Known</b> | English, Hindi                                   |