
Nilima Kumari

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JOB OBJECTIVE

In quest of challenging work in HR Domain with an organization who can give me exposure to learning and growth. Currently working on Standard Operating Procedure for all the processes.

PROFILE SUMMARY

- Currently employed with **GGK Technologies Pvt Ltd**, Hyderabad as **HR Executive** (March 2013 till date)
- Having 2.6 years of experience

ROLES & RESPONSIBILITIES**On-boarding: (March 2013 till date)**

Handling on-boarding process for new joiners at GGK before and after their joining leading a team of 2

- Clarifying candidates' expectations up front after the release of offer and manage and continue to nurture our relationship with New Joiners from the date of offer acceptance
- Keep in touch with the candidates on weekly basis
- Engage and partner with Managers throughout the process of onboarding and welcoming the new joiners aboard successfully Takig care of joining formalities
- Allotment and coordinate of counsellors and buddies for all new hires and establish a communication platform across
- Act as a liaison with Vendors for timely completion of candidate background checks and important document return
- Partnering with managers to actively let the candidate know about any project or technical opportunity expectation
- Induction, getting along with the team, making sure that 30 days, 60 days, 90 days 1-1 are completed on time including creating calendar, reminders and templates and also putting the feedback at common place to refer for any scope of improvement further
- Partnering with managers and senior management to actively close on the issues
- Meeting new joiners within a week to understand their concerns if any and resolving the same and carrying out feedback survey on onboarding
- Connecting employees to colleagues and senior management
- Conducting monthly Orientation session on policies and procedures for the new joiners
- Maintain and refresh all Onboarding materials
- Analysis of the process, suggest and implement new ways for process improvement for the good on-boarding experience for the new joiners

Background Verification of the new joiners and as per the client or project requirement within the SLA**Employee Relations:**

- Ensuring prompt resolution of employee grievances to maintain cordial relationship between management-employees
- Deal with complex or sensitive day to day people management issues
- Act as the first line of contact in Human Resources for any employee relations issues
- Partnering with the managers and making aware of any sensitive employee relations issues that arise as appropriate, if needed coaching managers to handle the employee relations issues
- Ensure adequate communication with employees to understand their queries and immediately acting to resolve the same by conducting HR meetings

Makig sure to meet the ISO standardization by conducting the internal audits: (March 2014 till date)

- Partnering with the managers to create the awareness on ISMS for existing employees
- Making sure the filing (e-filing and hard copies both) are kept in place with back up
- Updating the policies after a careful studies on any changes internally or externally
- ISMS awareness among the new joiners
- Updating ISO related documents like Risk assessment and Treatment, Training hours calculation, maintaining SLAs
- Attending quarterly audits and any area of improvement as suggested is worked on and maintained
- Auditing different departments
- Successfully completed two External audits so far
- Was awarded Star of the Month (March 2014) for Contribution towards ISO 27001 Certification and took the complete the ownership and completed the work on time
- Worked on **standing operating procedure** for HR Processes

Has handled end to end Recruitment

- **Campus Hiring (March 2013 to Dec 2013) (Oct 2015 Feb 2015):** A continuing relationship with colleges like BITS Hyderabad, KMIT, Orrisa colleges, NIT Warangal for organizing the campus drive and onboarding the campus hires
- **Lateral hiring: (March 2013 to March 2014)-** Handled end to end recruitment right from sourcing to negotiation of ctc and maintaining the data.
- **Emp Referral Program (March 2013 to Sep 2013) and (Feb 2015 to Till date)**
 - Talking to the employees and understanding the source of their referral
 - Sharing the profiles with the talent acquisition team for screening and scheduling
 - Adherence to the timelines for updating the status on the employee referrals
 - Monthly updates on the Emp referrals to management
 - Monthly information to employees for any requirements in GGK

Employee Engagement (March 2013 till date)

Conducting monthly and quarterly employee engagement activities
Co-ordinating with teams of different departments/projects for team outings
Calculation and analysis of attrition

Experience handling end to end training programs (March 2013 – December 2013) and (June 2015 to August 2015) sourcing the trainers, recruiting them and co-ordination later on with feedback analysis.

Rewards and Recognitions: (March 2013 till date)

- Conducting monthly and yearly rewards and recognitions programs
- Worked on new ideas implementation for appreciating the employees towards their work

Handling and mentoring team for entire process on Exit formalities and exit interviews (March 2013 till date)

Onsite Co-ordination for Visa process and background verification: (March 2014 till date)

- Taking care of the VISAS process and Ensuring the employee to be deputed has received all the documents. Taking care of Deputation agreement with the employee to be deputed on B1

Team member in CSR (March 2013 till date)

Co-ordinated with the technical team on Automation/updation of processes like closing tickets related to service requests, leave management, PMS, onboarding application, offer release (March 2013 till date)
Handled payroll information to payroll team (March 2013 – December 2013)

EDUCATION

- PGDM Program (AICTE approved) in **HR, Finance**
- Summer interned with **Tata Steel Ltd.** in **HR**
- Hardworking, dedicated, team work, team player
- Energetic, Positive and Proactive
- Easily connect with the people

Course	College	Passing Year	Marks
PGDM (VJIM)	VJIM, Hyderabad	April'13	76
B.Sc.	Bangalore University	July'11	76
12 th (Science)	Delhi Board	March'06	71
10 th	Delhi Board	March'04	79

COMPUTER SKILLS

- Aware of the components of MS Office, Excel
- Internet savvy
- Team Player

PROJECTS DONE

- Completed a quantitative and qualitative research in **Tata Steel Ltd.** found and analyzed the prevalence of mentorship in boss-subordinate relationship
- One day workshop on Value Clarification in Tata Steel Ltd. (Around 30 people joined globally)

- Prepared a Compendium of Behavioural Assessment Scale in TMDC, Tata Steel Ltd.

CERTIFICATIONS & HONORS

- Awarded **first best Model** in a group project on “Global Warming” in “Biochemical Constellation-2011” at “The Oxford College of Science-Bangalore”
- **Appreciation certificate from Tata Steel Ltd. as a promising student during SIP**
- Conducted HR events at the college fest “Chrysalis”
- Was awarded **Star of the Month (March 2014)** for Contribution towards **ISO 27001 Certification** (Stretched work hours to ensure completion of the work on time. Taken complete ownership.

PERSONAL DETAILS

Name	:	Nilima Kumari
Gender	:	Female
Nationality	:	Indian
Father's Name	:	Mr. Rajendra Kishore Chaubey
Mother's Name	:	Mrs. Gauri Chaubey
Date of Birth	:	10 th January, 1988
Languages Known	:	English, Hindi
Permanent Address	:	LIC colony, near bank colony, Post Office Road, Dimna Road, Mango, Jamshedpur, Jharkhand- 831012