

# Sreelakshmi Rajeev

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## Professional Summery

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- An expert HR executive with proven expertise in implementing the policy and procedure, recruiting and hiring having 3 year hand on experience
- Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited
- Excellent written and verbal communication skills
- Efficient in managing day-to-day administration, updating and maintenance of HR records
- Ability to meet deadlines and work under pressure
- Highly trustworthy, discreet and ethical

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## Personal Qualities

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- Innovative thinker and excellent leadership qualities
- Efficient in communicating well in writing and verbal both
- Strong problem-solving capabilities
- Energetic and proactive
- Excellent work ethic
- Strong interpersonal skills

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## Work History

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**HR Executive**, 8/2017 to 6/2018

**Reporting To:** HR Manager

**Carino Motors** – Kozhikode, Kerala.

### Recruitment

- Understanding manpower requisition from the concerned department
- Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person
- Sourcing candidates that match the desired skills
- Screening the candidates by conducting telephonic or personal interviews as the case may be
- Encouraging the employees to provide reference for better prospects
- Arranging for technical interview and coordinating with the concerned person
- Communicating the employment status to the applied candidates
- Maintaining and updating the database of the candidates
- Doing a background verification of the shortlisted candidates

### Induction and On-boarding

- When a particular candidate is finalized and selected, giving him offer letter or letter of intent
- Giving a description on the policies, procedures and culture followed by the company
- Properly filing relevant document of the new joined as required
- Introducing him/her to the team and supervisor and/or manager
- Coordinating with the IT team to get his email id made
- Creating Adrenalin ID/BC ID to the newly joining staffs

- Timely issue of ID Cards, enrolling in the Biometrics

### **File Management**

- Proper documentation of Files(Personal/official) of Staffs
- Proper updating of staff records (including excel sheets/software)

### **Attendance and Leave records**

- Keeping a track of the attendance of the employees
- Filing the leave forms and keeping a track of the leaves taken
- Seeing to it that there is not much absenteeism on any given day
- Seeing to it that no employee is irregular and if there are such people, taking corrective and/or preventive measures

### **Performance Management**

- Helping the seniors do performance appraisal in a better way by adopting better appraisal practices

### **Employee Engagement**

- Keeping a track on employee turnover and exit rate
- Taking initiatives to engage the staff to their work
- Taking the surveys in order to understand their engagement level and accordingly take actions

### **Resignation & Exit Formalities**

- Conducting exit interviews of candidates who are resigning
- Trying to get constructive feedback for company and trying to implement the corrective measures for them
- Helping the person to be relieved properly
- Issuing relieving letter and letter of experience
- Doing the full and final settlement for the person

### **Payroll Management**

- Preparing the payroll of employees.

### **E-mail Information**

- Passing HR related information to the staffs through e-mail
- Receiving calls

**HR assistant, 05/2015 to 06/2017**

**Reporting To: HR Manager**

**Hi Tech Steel Industries LLC – Dubai**

- Assisting with day to day operations of the HR functions and duties
- Providing clerical and administrative support to Human Resources executives
- Keeping a track of the attendance of the employees
- Filing the leave forms and keeping a track of the leaves taken
- Compiling and update employee records (hard and soft copies)

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Education

**MBA: Human resource, 2014**

**SNES IMSAR | Institute of Management Studies And Research – Kozhikode**