

# GEETHA S R

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Harileela Residency, #606, Plot no.20&21, Sector – 21, Ulwe Navi Mumbai - 400206

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## HR MANAGER

I seek excellence in the concerned professional field through hard work and strive to achieve personal excellence as well as company goals and to try to use my knowledge for the enhancement of the organization. I intend to build a career with leading corporate of hi-tech environment with committed and dedicated people. I am willing to work as a key player in challenging and creative environment.

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## STRENGTHS

Team leadership	Conflict resolution	Manpower Planning
Communication	Time management	Professional development
Operations management	Payroll & Attendance Management	Problem-solving

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## PROFESSIONAL EXPERIENCE

**GreenPoint Technology Services Pvt Ltd**

**March 2022 - Present**

### HR Manager

#### Accomplishments:

- HR Operation: Support management on structural policy matters related to the HRIS.
- Develop and implement a comprehensive on-boarding process for employees during their first month of employment, and throughout the entire employee life cycle.
- Ensure continuous improvement of HR systems and policies in line with current best practice.
- Involved in process changes and new tool implementation.
- Partner with stakeholders in ensuring the best practices are being adopted as well as ensuring that key deliverables are met within the specified timeline.
- Work closely with management and employees to improve work relationships and increase productivity and retention.
- Employee transactions from hiring, transfer, confirmation, assignment change, report generation to separation all done through HRMS system.
- Leading ` people surveys to identify loopholes in the current scheme of the HR function.
- Addressing employees related issues with proper root cause analysis and disciplinary measures by keeping management in the loop. Excels in handling and resolving complex employee relations issues and address grievances to deliver high employee satisfaction.
- Manpower Planning and Retention Management.
- To help all the People Ops transactional work deliverables which included internal promotions, people process, policy support, people concern, exit & post-exit management, etc.
- SPOC for centrally run HR initiatives and process including, training employees on employee and manager self service module.
- Payroll & Attendance Management: Collaborated for payroll processing and publishing MIS reports on key HR metrics to all concerned stakeholders. Maintenance of updated HRMS with employee life cycle information.

**Altruist Technologies Pvt. Ltd.**  
**Assistant Manager-TA**

**February 2020 - March 2022**  
*Hinduja Global Solutions* **December 2015 - February 2020**

(Joined Hinduja Global Solutions in December 2015 and got transferred to Altruist Technologies in February 2020 as a part of the take-over)

**Accomplishments:**

- Responsible for end-to-end lateral and bulk hiring for domestic and international process.
- Handled volume recruitment team of 8 recruiters, Achieving team target set for the month.
- Managed monthly hiring for 300+ in bulk and 20+ laterals per month.
- Responsible for vendor management that includes vendor contracts and renewal, co ordination of vendor payments, tracking and managing replacements for early attrition. Responsible for maintaining a healthy balance of cost, quality and TAT for hiring.
- Ensure that all data and MI is maintained and updated in a timely fashion on the Recruitment portal as well as the various trackers and dashboards.
- Identifying candidates through multiple sources including employee referrals, social networking sites (e.g. LinkedIn), alumni, transfers and agencies.
- Developed and executed a sourcing strategy, pre-screen candidates and deliver pre- qualified diverse candidates for hiring manager's evaluation.
- Working closely with HR Shared Services to ensure data integrity and accurate reporting.

**Andromeda**  
**Sr. Executive – TA**

**March 2014 - December 2015**

**Accomplishments:**

- Responsible for end-to-end recruitment.
- Managed a team of 6 recruiters, achieving team target set for the month & Policy maintaining.
- Ensure the quality of the candidate based on the client's requirements.
- Assisting and ensuring all staffing goals are consistently met.
- Cooperate with colleagues with other functions within Human Resource department, sharing information and resources, work together to complete and drive team project.
- Sourcing candidates from Job Portals like Naukri, Monster sites, Shine and other channels like Advertisements, References and Networking.

**Canaries**  
**Executive – TA**

**January 2012 - February 2013**

**Accomplishments:**

- Responsible in end-to-end bulk recruitment for domestic process.
- Manage the recruiting process to meet hiring goals using effective resources.
- Consistently met the performance metrics as defined by the Director of Recruitment.
- Provide reporting and regular status updates to the Director of Recruitment and Hiring Manager as required.
- Solicit referrals from potential talent and internal employees.

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**EDUCATION**

**VV PURAM COLLEGE OF ARTS AND COMMERCE, Bangalore**  
Bachelor of Commerce (Bcom) at Bangalore University, Bangalore

**GHS High School, Bangalore**  
Higher Secondary School

**LANGUAGES**

- English
- Kannada
- Hindi
- Tamil
- Telegu

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References are available on request.