

RESUME

K. Laxmi Ranjani

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Riyadh KSA

PROFESSIONAL SUMMARY

A result-oriented individual committed towards the growth of people & organization. Expert in developing, recommending and implementing human resources strategies and policies in support of business objectives. Proficient in employee Onboarding, employee relations, manpower planning & performance management.

WORK HISTORY

Worked as Senior HRBP in Atria Convergence Technologies from August 2022 to September 2023.

- Schedule meetings with Stake Holders to discuss monthly business progress.
- Employee Leave and attendance management.
- Resolve issues between management and employees.
- Initiating monthly Productivity & Frontline assessments.
- Conducting monthly Engagement activities & Ask HR Sessions.
- Conducting Role clarity and goal setting sessions.
- Initiating Probation confirmation discussions.
- Identifying training needs to make sure all mandatory training is completed.
- Process Exit Interviews and final settlements.

Worked as HR Executive in Tel Towers Pvt Ltd from June 2021 to June 2022.

- Scheduling of candidates and confirmation calls and issue offer letters.
- Audit all the Documents and check for insufficiencies before sending offer request.
- Manage scheduling and coordination related activities in entire recruitment process.
- Employee Leave and attendance management.
- Processing of payroll in saral pay pack.
- Enrollment of employees in ESI & PF.
- Maintaining employee's personal files and records for important and confidential company documents.

- Generation of Experience Letters, Relieving Letters.

Worked as HR Executive in Varun Enterprises from April 2016 to October 2020.

- Employee Leave and attendance management.
- Responsible for recruiting, screening, and interviewing qualified candidates.
- Posting Ads in job portals and screening resumes.
- Resolve issues between management and employees
- Managing office supplies stock and placing orders.
- Coordinate office procedures.
- Organizing and maintaining personnel records, entering new hire data, and updating any employee data.
- Arrange any travel accommodation and take care of expense forms.

Worked as Admin Executive in Aster Private Ltd from January 2010 to March 2012

- Maintaining project documentation and project billing in ERP.
- Handling back-office operations, inter-office correspondence, mails, quotations, monthly billing, cheques.
- Coordinating with various departments and vendors.
- Coordinating with field staff and update the work done on site.
- Maintain employee records (soft and hard copies).
- Prepare reports and presentations for internal communications.

Worked as front office-executive with CMS computers ltd from September 2008 to December 2009.

- Handling the Front-Desk
- Staff attendance & leave records
- Co-ordinating with head office
- Writing and Preparing Reports, Documents, and Spreadsheets
- Checking & Answering mails
- Managing day-to-day correspondences

TECHNICAL SKILLS

MS Office (Excel & PPT)

HR Software - Darwin Box

HR Payroll - Saral Pay Pack

Recruiting platforms - LinkedIn, indeed, Naukri

Talent Acquisition - Resume Screening, Background Verification, Recruitment campaigns.

EDUCATIONAL QUALIFICATION

- MBA (HRM) from Alagappa University in 2013.
- B.com Govt Women's College Begumpet affiliated to Osmania University in 2008.
- Intermediate from govt junior college marredpally in 2005.

PERSONAL DETAILS

Date of Birth : 15th December 1987.

Languages Know : English, Hindi & Telugu

Marital Status : Married

Nationality : Indian

Address : 2783 Al Malisan Ishbilyah Riyadh- 13251.

Declaration : I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Place :

Signature

Date :