



Sushmitha

HR & Administration | Human Resource Professional

Summary

I am a result driven result - driven HR Professional, offering 5+ years of experience shaping resources, superior communications and robust development programs that created a positive impact on revenue and organization. I have employed current human capital practices that have attracted and retained talent, developed practical strategies that keep teams motivated.

I have worked towards financials that have enhanced corporate objectives through various economic cycles. My role is that of a key enabler bringing out the best in people and creating positive, challenging engagements.

I bring to the table hands - on experience of implementing HR strategies and resolving underlying issues in critical areas such as policies and performance management and other recruitment policies. I work with a people centric approach that has allowed for holistic improvement and creative thinking that has enabled positive workplace management.

I continue to remain motivated with 'can do' attitude, 'learning appetite' and 'never give up' approach to complete deliverables under pressure.


Work Experience


2013-2018 | People Manager | Gold Jewelry Pvt.Ltd

- Responsible for facilitating discussions of employees in various talent panels and interacted with sales executives to improve sales.
- Managing several sales counters of similar product categories and having the responsibility for: generating sales, managing performance of human resource.
- Reviewed the performance of sales force periodically and was responsible for smooth onboarding of all employees.
- Initiate positive changes in Learning Development Strategy and also designed and executed social media campaigns.
- Maintained a transparent system to interact with employees to understand their concerns and ensuring consistent implementation of HR policies.
- Resolved human resource issues arising in the work any problems faced by the customer.
- Review the sales performance and analyzed the sales data generated every day and appropriate information to decide on stock and sales management
- Initiated queries to understand the customer's broad preference understand the nature of buying
- Ensure timely execution of all processes involved in the PMS cycle.

Key Areas of Operations

- Initiate positive changes in companies Learning Development Strategy
- Spearheading Administration department.
- Responsible for smooth onboarding of all employees.
- Designed a standardized process for updating of data and ensuring the accuracy of information.
- Executed Performance Management System
- Responsible for smooth onboarding of all employees.
- Social Media Marketing, Banner copies, Website home pages

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Core Skills

- Resource Management
- Negotiation
- Vendor management
- Employee Engagement
- Performance Management
- Organizational Development
- Grievance handling & Conflict resolution
- Strategic Planning & Process improvement
- Learning & development
- Vendor management
- Budget Management & Forecasting
- Human Resources
- Recruitment
- Interviewing
- Hiring
- Training & Development
- Team Leadership
- Team Motivation
- Employee Benefits
- Payroll
- Communications
- Social Media Marketing
- Banner Copies

Academics

2016 - 2018

Bachelor of Business Administration | CVD University

2019 – 2020

German Course (ongoing) | Goethe – Institut

2013 – 2015

PUC | SN Bhat Independent College

2012

High School | Noble Hr Sec College