

Basic Information

- **Name** : Anitha K
- **Phone Number** : +91 7795035545
- **Email** : anithak03@[gmail.com](mailto:anithak03@gmail.com)
- **Place** : Bangalore

PROFILE SUMMARY

- An accomplished Admin and HR executive with 8 years of overall experience in IT-Software, Legal Transcription and Manufacturing Organizations.
- Experienced in man power planning, employee grievance, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees. Organized and maintained company reports and accounting documents.
- Administration experience in Planning and Coordinating special events, meetings and conferences.
- Strong proven ability in Purchasing Office Stationeries
- HR experience in Manpower Planning, Employee Grievance, Developing and Implementing Disciplinary Policies, Final settlements, Exit interviews.
- Petty Cash management, monitor inventory of office supplies, purchasing etc.
- Experience in Vendor Management
- Organize and Scheduled Housekeeping & Security Staff, Day-Day Operations
- Handling Bank Account Activations, ID Cards, Health Insurance

ADMINISTRATION, ACCOUNTS AND HR SKILL SET

- Strong, Proven, Just-In-Time Negotiation skills, real time updates on Market Price Variations
- Spread Sheets, Word Processing, Presentations, Reports, Email Drafting and News Letters, Document management.
- Coordinating with both internal and external team members and the Higher management of all departments such as IT ,HR, Admin, Payroll, Board of Directors etc
- Employee relations/Engagement, Full and Final settlement, Payroll processing and Performance Appraisal

- Employee Onboard process (Joining Formalities), Management of Employee Timing History and Leave Management.
- Scheduling of Interviews, Worked on Background Verification Process for newly joined employees and salary processing.
- Maintenance of office administrative facilities and ensure daily miscellaneous requirements

PROFESSIONAL EXPERIENCE

KNCT Lab, Bangalore [May 2017 – May 2018]

Designation: HR Lead & Admin

Roles & Responsibilities:

- Acting as info-hub for providing administration related information and supervising administrative activities like general admin, verification of stationary stock, petty cash, courier, pest control, housekeeping, Security, Printing etc.
- Specialization in handling back-office operations, inter-office correspondence, confidential emails.
- Ensuring employee's desk decorated for Birthdays, celebrating employee anniversary on completion of 3 & 5 successful years.
- Regular meetings with respective team Managers for an effective and smooth workflow related to administration, hiring etc.

DICTASOL INDIA PRIVATE LIMITED., Hyderabad [Oct 2009 - May 2011]

Designation: HR Executive

Roles and Responsibilities:

- Introduction of new employees to necessary teams.
- Work with IT Department to onboard employees to smooth the process of system allocation and activate accounts
- Managed Employees documentation (Certifications, Experience Letters, Resumes)
- Regularly interacting with the new joiners to ensure that they get familiarized with the organization & sort out issues if any
- Ensure the completion of joining formalities such as Issuing offer letters, Appointment letters.

- Experience in Handling ESI, PF and Health Insurance
- Creation & maintenance of employee personal files and updating employee database
- Acting as info-hub for providing administration related information and supervising administrative activities like general admin, verification of stationary stock, petty cash, courier, pest control, housekeeping, Security, Printing etc.
- Managed Employees attendance (in and out timings), leave, sign-on bonuses, relocation expenses etc. and generate MIS reports to Management team.
- Regular meetings with respective team Managers for an effective and smooth workflow related to administration, hiring etc.
- Well versed with Exit formalities like Conduct Exit interviews, Documentation (Relieving, No Dues, and Experience Certificates etc.)
- Organize birthdays, employee get-togethers, picnics, sports event to inculcate and increase sense of belonging among the employees
- Manage all internal department briefings and the amends process ensuring reliable, consistent, and accurate briefs are completed.

Achievements:

- Nominated and Awarded as Best Employee of the company for remarkable efforts taken, in shifting to the new office premises.

GS INFOCOMM DATA PRIVATE LIMITED., Hyderabad [Jan 2009 - Oct 2009]

Designation: Admin Executive

Roles and Responsibilities:

- Handle Admin department, Office management, Security, Cafeteria,
- Evaluate multiple vendors and decision maker in finalizing the vendor
- Worked with Finance team and maintained Cash-Inflows, Payments and Bills
- Work on Employee Attendance and Leave Administration, Maintain and document office equipment's and assets.
- Actively involved in Travel Planning's (Tickets, Accommodation, Currency Exchange)
- Induction and Joining Formalities, Conduct Induction programs for Employees.

- Monitor and follow up with the candidate till about their joining, carry out joining formalities (Issuing of appointment and Joining Letter), ensuring seating arrangements
- Generating ID Cards, collecting and maintaining the employee documents, keeping confidential records, maintaining record of Ex-employee, and opening of bank account.
- Planned and arranged travel itinerary for employees travelling domestic and aboard.
- Handled Day-to-day petty cash disbursement, Collect & Document bills, checking and claiming to finance dept.
- Capturing of invoices and bills and processing of payments and follow-up on all billing cycles.

INNOMINDS SOFTWARE PRIVATE LTD., Hyderabad [Sep 2005 - Feb 2007]

Designation: Administrative Assistant

Roles and Responsibilities:

- Manage Operations (Transport, Canteen, Supply Needs, Housekeeping and Security activities).
- Involved in making travel and accommodation/seating arrangements for the new joiners and the clients.
- Worked on arrangements for conferences and General official meetings.
- Co-ordinate with employees in opening the Bank accounts, insurance, conveyance expenses.
- Arrange foreign exchange and health insurance for employees traveling abroad.
- Assist and organize tasks for Managing Director, Director – Business Operations and the General Manager.
- Worked on Visa (Work & Business Visas to USA) documentation for employees and assist employees with Web Appointments for visa stamping.
- Worked on travel arrangements (Tickets, Accommodation), Organized and Planned Stock maintenance of supplies.
- Prepare monthly expense reports on purchases & inventory on pantry items, stationery, courier services; collating total costs for the month.
- Identifying and selection of transporters for providing pick up and drop facility to clients, negotiating and finalizing contracts with transporters.
- Arrange domestic/international air tickets to clients and employees.

- Prepare and maintain records for transportation (including log books); taking adequate measures to achieve cost savings by optimization.
- Petty cash transactions, overseeing the reimbursement of staff welfare expenses, payments against purchases.

Achievements:

- Appreciation of memento
- Nominated and Awarded as Best Employee of the company for remarkable efforts taken in handling smooth transfer from old to new premises on time.

DECPRO PAINTS PRIVATE LTD., Hyderabad [Dec 2001 - Dec 2004]

Designation: Purchase Assistant

Roles and Responsibilities:

- Coordinating with Managing Director & General Manager, interacting with Sales Representatives, and taking care of Purchases, preparing Job Sheets, sample for Lab & production Plan.

Achievements:

- Monetary appreciations for best performance in handling major client visits
- Word of appreciations from the Board of Directors on multiple occasions for on-time availability of raw materials, Backups

Part time work experience:

- Conduct one-on-one tutoring sessions (Home Tutions) for Grade 1 – 5 in various subjects
- Conduct Abacus sessions in a private institution.

Education:

- B.Com. (Bachelor of Commerce degree) from Indira Gandhi National Open University.
- Intermediate from Andhra Pradesh Board of Intermediate Education.
- SSLC from Andhra Pradesh Secondary Education Board.