

Sneha Sijo

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Objective:

To become a successful professional in the field of Human Resources Management, to work in a creative and challenging environment where there is scope for upgrading skills and knowledge and I can take part in the growth of the organization.

Synopsis:

- An MBA background with 10+Years of experience in handling Human Resources Management, Administration, Finance & Accounting spanning across various industries such as Educational Institutions, MNC, Retail, and NGO.
- Proven experience as an HR Generalist, in an academic institution setting.
- Knowledge of the academic calendar and its implications on HR functions.
- Excellent communication, interpersonal, and presentation skills with the ability to build positive relationships at all levels.
- Proficiency in protecting the interests of all employees. Demonstrated ability to handle sensitive and confidential information with discretion.
- Excellent Organization and Time Management skills.
- Proficient in MS Office Suite, vlookup, hlookup, pivot table, pivot chart, etc.

Core Competencies:

- Recruitment & Selection
- Payroll Management
- Leave Management
- Attendance Management
- Labour laws & Regulations
- Employee Engagement
- Grievances & Disputes
- Talent Management
- General Administrations
- Finance & Accounting

Professional Experience:

GIG International School

Senior HR

2023 June –Present

- Managed end-to-end recruitment process, including job postings, screening resumes, conducting interviews, and facilitating the onboarding process for new hires.
- Collaborated with department heads to understand staffing needs and ensured timely recruitment.
- Preliminary screening/shortlisting the right qualitative profile against the given requirement of the resumes through Headhunting, Job portals, Direct walk-ins, and referrals.
- Followed up with candidates after the offer roll-out and ensured their joining onboard.
- Conducted CTC negotiations with candidates.
- Maintained accurate and up-to-date employee records in the HRIS (Human Resources Information System).
- Maintained and recorded employee attendance and leave for payroll processing.
- Prepared various HR reports for monthly and weekly meetings.
- Executed employee probationary completion review procedures.
- Served as one point of contact for employees regarding HR-related matters, addressing queries and concerns.
- Conducted exit interviews to understand the reasons for resignation.
- Organized events for employees.
- Managed workplace safety issues and complaints.
- Maintained HR procedures that comply with labor laws and regulations.

ISME (International School of Management Excellence)

General HR & Admin for Research Team

Nov 2022 – June 2023

- Coordinated with the research team regarding the registration of research proposals on the website and payments for publications.
- Documented and filed all relevant certificates.
- Conducted reference verification before sending academic affairs to parents.
- Reported to the Dean, assisting in drafting promotional letters, minutes of board meetings, grievance issues, and any official correspondence.
- Managed FPM and PHD attendance markings and maintained monthly attendance reports.
- Maintained and updated efficient databases (MIS).

Silver Oaks International School
HR & Accountant
May 2015 - Oct 2016

- Managed end-to-end recruitment process for teaching and non-teaching staff.
- Formulated HR policy and procedures.
- Addressed staff issues with management.
- Handled ESIC and bank-related works for staff.
- Managed attendance and payroll.
- Handled General Administration and accounting.
- Handled fee payments, fee dues analysis, and fee certificate issuance.

RVM Foundation
Asst Manager - Finance
July 2013 – April 2015

- Managed salary master and daily MIS.
- Handled mall logistics.
- Managed fund transfers and deposits.
- Handled accounting for purchases, sales, and expenses.
- Prepared daily MIS reports.
- Handled petty cash expenses.

Capgemini
Senior Process Associate
Dec 2006 – July 2013

- Processed payments and verified transactions.
- Reconciled transactions.
- Handled client inquiries.
- Worked on different ERPs.
- Prepared reports and reconciliations.

Academic Profile:

- MBA (Finance) from Skkim Manipal University, Karnataka (2011-2013)

- Bachelors in Commerce [B. Com] from University of Bangalore (2001-2004)

Personal Details:

- Languages known: English, Kannada, Hindi, Malayalam, Telugu and Tamil.
- Permanent Address: Sarjapur, Bengaluru - 562125

Declaration:

I hereby declare that the above-given statements are true and correct to the best of my knowledge.

Place: Bangalore