

SMITHA.T.M

HR Professional

SUMMARY

Dynamic and result oriented HR Professional with 16 years of hands on experience in end to end HR Operations, including startup company expertise. Proven track record of quiding organisations through the entire HR life cycle ensuring smooth transitions and sustained success.

CONTACT

Mobile :+91 9900037096 Email : smitaanily@gmail.com Linkendin : linkedin.com/in/smithatm

PROFESSIONAL EXPERIENCE

Apr'2023 – Till Date	: Sr. Manager – HR Operations United World Academy (UK based IB school), Bangalore
Dec'19 – Aug'20	: Sr. Manager – HR Operations Gopalan Group of Companies (Heading HR department for all Educational Institutions under Gopalan Foundation) Bangalore
Jun'18 – Nov'19	: Consultant, Recuitment (IT & Non IT) & Statutory Compliance (ESI/EPF/PT) Bangalore
Dec'09 – Mar'17	: Manager – HR Operations Nambiar Builders Pvt. Ltd. (Real Estate Startup Company) Bangalore
Apr'08 – Jul'09	: Sr. Executive – HR Operations Kristal Group Pvt. Ltd., Bangalore
Nov'01 – Aug'07	: Executive – HR/ADMIN/ISO Certification MES College of Engineering, Kerala

EDUCATION

2005 – 2007
MBA (Specialiced in HRM & Marketing)
University of Calicut, Kerala.

2002 – 2004
MA (Economics)
University of Calicut, Kerala.

CORE COMPETENCIES

- HR Administration
- Employee Life Cycle Management
- Recruitment & Selection / Salary Negotiation / Approvals
- Onboarding & Induction
- Payroll & Compensation management
- Statutory Compliances - ESI/EPF/PT/Labour
- Performance Management
- Facilitate Training & Development
- Bonus
- Gratuity
- Managing Employee Relations & Grievances
- Separation Management - Off Boarding / Exit Formalities
- Full & Final Settlement
- Collaboration with internal department heads & various vendors
- Preparation of ISO Surveillance & Quality Audit

ACHIEVEMENTS / PARTICIPATION

- Implemented HR policies & Procedures tailored to meet the specific needs of a real estate startup company
- Coordinated with external HR consultant for statutory registering of ESI, EPF, PT and Labour requirements.
- Represented HR department in inspections conducted by various Govt. departments to ensure compliance with labour laws and regulations.
- Managed HR department and ensured compliance during **KPMG** HR audit
- Introduced and implemented **HRIS** as per company requirement
- Responsible for implementing **ERP** for HR module
- Responsible for facilitating monthly meeting with department heads

PERSONAL SKILLS

- Decision Making
- Conflict Resolution
- Negotiation
- Motivation
- Interpersonal Skills
- Confidentiality
- General Administration

TECHNICAL SKILLS

- Proficient in Office 365
- Outlook
- Chat GPT
- Copilot
- ERP / HRIS

PERSONAL DETAILS

Name	: Smitha.T.M
Date of Birth	: 07/06/1978
Father's Name	: Late T.M JagannivasanNamboodiri
Mother's Name	: Ganga Devi
Marital Status	: Married
Gender	: Female
Nationality	: Indian
Languages known	: English, Malayalam, Kannada and Tamil
Address	: Sowparnika Sanvi, Phase 1, Flat# FF32, Whitefield, Bangalore – 560 066

DECLARATION

I hereby declare that the above-furnished details are true to the best of my knowledge.

Place:

Date:

SMITHA.T.M