

CV of K Rajakumari



Name: K Rajakumari

Age: 51 years

Designation: Proprietor, MERU Consulting

Educational Qualifications

1989-92: B.A.(Eco), KVR Government College , Sri Krishna Deva Raya University, AP

2002- 05: B.Ed., IGNOU, New Delhi

2005-07: M.A.(Eco), University of Madras (DE)

Work Experience

1999- 2006 Teacher, Singaram Pillai Government High School, Chennai

2007 - 2020 : HR Manager, Kavitha Exports

Nature Of Duties

- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Handled on-boarding process for newly hired employees, which included distribution of all paperwork.
- Addressed employee conflicts with appropriate urgency, following all corporate procedures. Coordinated technical training and personal development classes for staff members.
- Oversaw hiring, staffing and labor law compliance. /Oversaw exit interviews and off-boarding process for resigned and terminated employees.
- Structured compensation and benefits according to market conditions and budget demands.
- Collaborated with legal and compliance teams to review paperwork, obtain feedback, and procure available information for new training processes.
- Organized company-wide events designed to boost employee morale.
- Collaborated with entire human resource department to discuss new ways to recruit top talent.
- Updated HR database with new employee information, changes in benefits and other details.
- Advocated for staff members, helping to identify and resolve conflicts.
- Collected and analyzed information to monitor compliance outcomes and identify and address trends of non-compliant behavior.
- Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements.
- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.
- Improved office efficiency by effectively managing internal communications and correspondence.

Contact Address :

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