

Cheryl D'Silva

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Summary

Experienced Human Resource Management professional with 5+ years of experience in HR domain as a HR Generalist; managing recruitment, planning workforce, handling employee engagement, managing payroll, taking care of appraisal policies and employee training & development; responsible in bridging the gaps between employees and management on HR-related queries.

Key Competencies

- Objective-oriented
- Team player
- Multi-tasker
- Proactive
- People person
- Fast learner

Experience

HR Executive

April 2019 – Till Date

MarketXpander Services Pvt. Ltd. (LeadSquared), Bengaluru, India

LeadSquared is a leading sales-execution and marketing automation platform used by over 900 businesses worldwide.

Roles & Responsibilities:

- End-to-end employee life-cycle
- Offer letter generation & On-boarding activities
- Employee-engagement activities
- Exit formalities
- HR Policy formulation
- Streamlining of HR processes as per statutory compliance regulations – ISO 27001:2013
- Handling day-to-day grievances of employees
- Employee database and files
- Background verification process
- Employee group medical insurance
- Salary account creation
- Creating MIS/HR Reports

Senior HR Executive

November 2015 – March 2019

HyperKonnnect Technologies Pvt. Ltd., Bengaluru, India

HyperKonnnect Technologies Pvt. Ltd. in a software development start-up that works on myriad software projects aimed at improving the retail and fintech industry.

Roles & Responsibilities:

- End-to-end employee life-cycle
- HR Policy formulation
- HR round of interviews, cultural fit screening and salary negotiation
- Payroll input processing
- Handling day-to-day grievances of employees
- Background verification checks
- On-boarding & Employee induction Program
- Exit Interview & formalities
- Offer generation & Pre-joining formalities (viz. ID & visiting cards)
- Employee-engagement activities
- Preparing JD's across the hierarchy
- Leave and attendance management
- Internal job postings (via LinkedIn among others) and end-to-end recruitment and staffing for IT and non-IT requirements
- Manpower vendors management
- Handling of general administrative activities

Achievements:

- Appreciated for closing an urgent team position in record time.

- Appreciated and incentivized for my soft skills and employee retention as well as excellent employee-engagement activities.

HR Recruiter

June 2014 – July 2015

Corporate Careerz, Bengaluru, India

Corporate Careerz is a HR service provider for permanent and contract staffing as well as outsourcing services.

Roles & Responsibilities:

- End-to-end recruitment
- Permanent staffing for clients
- Screening profiles for client requirements
- Interview co-coordination
- Multi-Location Recruitment
- IT and non-IT requirements

Achievements:

- Appreciated for closing multiple positions within the first week of joining the team.

Education

Master of Computer Applications, Bangalore University / Brindavan College 2010 – 2013

Bachelor of Computer Applications, Goa University / Mormugaon Education Society's College of Arts & Commerce 2007 – 2010

Higher Secondary Schooling Certificate, Goa Board / Mormugaon Education Society's Higher Secondary School 2005 – 2007

Training & Certifications

Advanced Diploma in Human Resource, Ajaz Management Consultants Pvt. Ltd., Bengaluru, India 2014

Training in Solr Integration with JPMS, IDS NEXT Business Solutions Pvt. Ltd., Bengaluru, India 2013

Certification in Computer Hardware, C-LIBZ, Vasco Da Gama, Goa 2010

Certification in C Programming, C-LIBZ, Vasco Da Gama, Goa, India 2007

Training in Auditing & Accounting, Satyadev Mishra & Co., Vasco Da Gama, Goa, India 2006

Personal Information

Nationality: Indian
 Languages: English (fluent), Hindi, Konkani
 Interests: Travel & Networking
 References: Available on request