

Venkatesh Swamy RAJ

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IT Sector – HR Executive		International Human Resource Management	
EDUCATION			
Year	Degree	Institute/School	% / CGPA
2021-2024	MSc in IHRM	Rennes School of Business [RSB] Rennes, France	-----
2021	B.B. A	Guru Gobind Singh Indraprastha University, New Delhi	1 st Div.
CORE COMPETENCIES		TOOLS & TECHNOLOGIES	
<ul style="list-style-type: none">• HR Operations & Administration• Talent Acquisition & Retention• Employee Engagement & Development• HRMS & Technology Integration• Performance Management Systems• Payroll & Compliance Management• Policy Design & Implementation• Data-Driven Decision Making		<ul style="list-style-type: none">• HRMS (AI-Driven)• Microsoft 365 (Excel, Word, PowerPoint)• Google Suite• Psychometric Assessment Tools	
PROFESSIONAL EXPERIENCE			
		Isourse Technologies Pvt. Ltd.	Aug'23 – Nov'24
Human Resources Executive	<ul style="list-style-type: none">• Streamlined onboarding for 200+ employees, ensuring smooth induction, training, and integration processes.• Managed HR MIS functions using advanced tools like AI-driven HRMS, Microsoft 365, and Google Suite.• Partnered with 6 client organisations, driving alignment between business and HR strategies for 80+ employees.• Developed career growth programs using McKinsey's "Up or Out" model and Microsoft's 360-degree feedback framework.• Reduced attrition rates by implementing psychometric assessments and data-driven retention strategies.• Ensured payroll accuracy & compliance with labour laws, reducing discrepancies by 15%.		
HR Generalist Trainee	<ul style="list-style-type: none">• Coordinated recruitment processes for 50+ candidates, maintaining seamless communication with stakeholders.• Designed & implemented workplace policies, improving retention & fostering a productive work environment.• Enhanced collaboration with client organisations, driving effective engagement & reducing turnover.• Supported staffing forecasts, ensuring workforce readiness and business continuity.		
INTERNSHIP & TRAINING			
		Travamap	Aug'22 – Oct'22
Human Resources Specialist	<ul style="list-style-type: none">• Delivered compliance training, reducing liability risks by 20%.• Streamlined compensation policies to boost employee satisfaction.• Coordinated with teams to ensure smooth HR operations.		
		ONDOT Courier and Express Cargo Pvt. Ltd.	Apr'21 – Aug'21
Human Resources Assistant	<ul style="list-style-type: none">• Conducted BGV & reference checks, achieving 100% compliance.• Facilitated new hire orientations and resolved applicant queries on roles & benefits.		
POSITION OF RESPONSIBILITY			
Business Summit 2024	<ul style="list-style-type: none">• Successfully led the planning and execution of a business summit, managing budgets, contracts, and vendor relations.		
ICC 2023	<ul style="list-style-type: none">• Spearheaded a team reorganization at ICC 2023, optimizing workflows and implementing data security protocols.		
International Fair 2021	<ul style="list-style-type: none">• Actively contributed as Cultural Head in the International Fair at Rennes School of Business, fostering diversity and inclusion.		
EXTRACURRICULAR ACTIVITIES			
<ul style="list-style-type: none">▪ Oversaw Employee Welfare Committee▪ Organised multiple Training Sessions for employee development.		<ul style="list-style-type: none">▪ Volunteered in ROADEF 2023 (French Society of Operations Research and Decision Support).	