

# Shivaram J *HR Executive*

 [shivaramjgarthikere@gmail.com](mailto:shivaramjgarthikere@gmail.com)  9845428652  Shimoga  01-12-2000  Shivaram J

## **Summary :**

Results-driven HR professional with 2 years of experience in managing HR functions, ensuring compliance, and driving employee engagement. Strong foundation in arts and a passion for contributing to a dynamic organization.

## **Professional Experience**

### **Production Supervisor, Shahi Export Pvt Ltd**

2023-25

#### **Key responsibilities**

Shimoga

- Employee Recruitment: sourcing, screening, and selecting candidates for various roles
- Salary processing: managing salary payments, ensuring accuracy and timeliness,
- ESI Compliance: managing ESI registrations, contributions, and compliance
- Ensuring compliance with labor laws and regulations
- Handling employee relations and grievances

## **Education**

**Bachelor of Arts**, Kuvempu University, Shimoga

2019-22  
Shimoga

## **Skills**

- . HR Management and operations
- . Absenteeism control and shift Management
- . Program planning and Execution
- . Performance management and appraisal
- . Employee handling and training
- . Communication and interpersonal skill
- . Typing Skills: Fast and accurate typing, with strong attention to detail
- . Computer skills : [Proficient in using AMS Software, Microsoft Office, Excel, Outlook. etc.]

## **Certification**

### **. Office Automation**

Mookambika Institute of Technology  
Duration : Jun 2020 – Mar 2021  
Grade Achieved : A+

### **. Commerce Examination**

Mookambika Institute of Technology  
Duration: Jun 2019 - Apr 2021  
Grade Achieved : A+