

Swathi. T

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EXPERIENCE

Ernst and young, Bengaluru

November 2022 - December 2023

HR shared services operations handled onboarding, payroll, process development, day to day HR activities and worked with the team.

Handled Excel and all HR related tools.

Worked under UK and US payroll processing.

Workday, peopleportal PeopleSoft ADP Equifax Peopleportal, case management, ticketing system.

Amazon, Bengaluru — HR assistant (Employee resource center)

September 2021 - October 2022

HR assistant handled Onboarding, Employee timekeeping, case management, ticketing tool, SIM, peopleportal, Payroll, employment verification, Kronos, employee payroll, employee concerns.

24.7 AI, Bengaluru — Technical associate

November 2019 - June 2021

Technical support, customer service and support, troubleshooting.

EDUCATION

ICAI institute, Bengaluru

July 2017

Cleared common proficiency test and coaching for IPCC-2019

Coursera- Finding purpose and meaning in life: Living for what matters most. From *University of Michigan*.

SKILLS

Time management, deadline SLA adherence, timely report update, multitasking - handles cases and worked blend, Around the clock shift.

AWARDS

Ekalavya award

LANGUAGES

English ,Hindi, Kannada, Tamil, Telugu, Marathi.

INTERESTS

Reading- Favorite authors - Mia Sheridan, Michelle Reid.