



# ELAINE D'SOUZA

SR. HUMAN RESOURCE EXECUTIVE

## CAREER SNAPSHOT

My career has been based on practical experience predominantly in Marketing and HR. I wish to continue making the best use of my inter-personal and Marketing/HR talents in a multi-faceted job offering challenges and opportunities for self-evaluation and self-improvement.

## CONTACT

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## PROFESSIONAL SKILLS

Copywriting  
MS Office  
Social Media Marketing  
Brand Culture Development  
Company HR setup  
Recruitment  
Data management

## PERSONAL SKILLS

Creative spirit  
Reliable and professional  
Organized  
Time management  
Team player  
Fast learner  
Motivated

## WORK EXPERIENCE

### SR. HUMAN RESOURCE EXECUTIVE

*Forever Hungry Hospitality Pvt. Ltd. | March 2021 - Present*

- Designing compensation and benefit packages
- Implementing performance review policies
- Managing employee grievances
- Handling end-to-end recruitment of employees and onboarding process
- Overseeing daily operations of the HR department
- Developing fair HR policies and ensure employees understand and comply

### SR. HUMAN RESOURCE EXECUTIVE

*Piggy Hostels Pvt. Ltd. | March 2021 - July 2021*

- Running weekly performance reports for teams
- Creating and running bonus, benefit and compensation packages
- Managing employee grievances
- Point of contact for Labour Legislation Department
- Onboarding and exit formalities of all employees
- Payroll Management
- Creation of HR policies
- Co-ordinating and managing the hostel's volunteer program

### SR. HUMAN RESOURCE EXECUTIVE

*Zorg Inc. (later changed to Echoboom Management and Entrepreneurial Solns Pvt Ltd.) | May 2018 - March 2021*

- Maintenance of company, client and HR records
- Training and Development of employees
- Managing employee grievances
- Conducting welfare activities
- Onboarding and exit formalities of all employees
- Payroll Management
- Conducting board meetings
- Conducting interviews and screening suitable candidates
- Point of contact between Headquarters and branch office
- Updating communication channels
- Using various Talent Management portals
- Office maintenance
- Basic accounting of office expenses

### KEY ACCOUNTS MANAGER

SocioLoca | August 2016 - December 2017

- *Client Servicing*

Connecting with existing and potential clients for various projects, follow ups

- *Office Management*

Handling utilities, stationary and staff welfare items as well as conducting activities

- *Social Media Marketing*

Content creation for various platforms

Ad account management and submission of analytical reports

- *Accounting*

Generation of invoices and varied tax compliances

Petty Cash handling

- *Team Management*

Generating daily work reports

Maintaining records for assistance of payroll

Conducting monthly reviews and team enhancement programs

### LANGUAGES SPOKEN

- English
- Hindi
- Konkani
- Spanish (Beginner level)

### SOCIAL MEDIA EXECUTIVE

SocioLoca | December 2015 - July 2016

- Creation of content and marketing strategies for various social media platforms

- Client Servicing

- Market research and related case studies

- Conceptualization of campaigns - offline and online

- Helping host client events

- Social Media Marketing

### SOCIAL MEDIA INTERN

SocioLoca | August 2015 - December 2015

- Trained on content creation for social media platforms

- Creation of client briefs

- Market research and presentation

- Writing for publications like Times of India, Dineout

- Social Media Marketing

### EDUCATION

#### MASTERS IN HUMAN RESOURCE MANAGEMENT

Xaviers Institute of Business Management | 2019- 2021

#### BACHELORS OF COMMERCE, BANKING & FINANCE

Savitribai Phule Pune University | 2015- 2018

#### HIGHER SECONDARY, BANKING & FINANCE

State Board of Maharashtra | 2013- 2015

#### SECONDARY SCHOOL CERTIFICATE

Our Own English High School, Dubai | (CBSE Level)

**References to be provided upon request**