

Bosco Passanha

👤 04/14/1988 🏢 999 Devanagari, Aurangabad 99999, India ☎ 999-999-9999 📩 hello@kickresume.com

👤 Profile

- **MBA (HR) with cross-cultural experience of around 2+ Years in HR Operations, Recruitment, Induction, Talent Acquisition & Talent Retention.**
- **Managing HR Functions pertaining to full – time employees, Campus recruitment, Pre – joining process, and new hire orientation, Document Verification of new hires.**
- **An Articulate communicator with excellent relationship management & Negotiation skills.**

📅 Work experience

05/2016 – present
Aurangabad, India

HR- Officer Videocon Industries

TALENT ACQUISITION

- **Handling Talent Acquisition for the entire Plant.**
- **Single point of contact for employees for pertaining to Staff Recruitment, HRIS, HR Policies & Procedures, partnered with all facets of the organization to achieve a precise & Consistent Policy and Procedure Protocol.**
- **Inline and conduct preliminary Interview (Face-to- face/ Telephonic). Negotiating with the candidates, identifying candidates on the basis of technical requirements, scrutinizing resumes, scheduling interviews & verifying candidate's credentials and expectations.**
- **Ensuring all requirements are done in alignment of the manpower budget and with proper approvals.**
- **Experience in working under TAT, in a target driven & high pressure environment.**
- **Support all the allocated departments by recruiting white external employees & interns.**
- **Maintaining MIS and Comprehensive data-bank of Interviewed & Suitable candidates**

PERFORMANCE MANAGEMENT SYSTEMS (PMS)

- **Coordinating of Online Employee Performance Development Review Portal (180 Degree Appraisal System) for All India MFG Plant Locations (Staff Level Employee Strength: 450+).**
- **Timely Submission of All employees Status Quo & Updated Technical /Functional / Behavioral KPIs to the Main Database Assessment**
- **Mapping of Appraiser Reviewer**
- **Online Training for Easy Processing of Online PRDP Operation Location wise KPI Assessment & Report Submission to the Individual Plant HEAD**

TRAINING & DEVELOPMENT

- **Designing training calendar & programs, conducting programs in association with Trainer & Consultants and evaluating training feedback**
- **Manage the entire cycle of Training and Development Training Needs Identification & Analysis, Organizing Training Programs, and Measuring Training Effectiveness through Kirkpatrick Module.**
- **Assist in preparation annual budget for training activities, Training Needs Identification and Analysis, Training Calendar roll out and tracking**

03/2015 – 03/2016
Aurangabad, India

HR- Executive TechnoMech Placements