

# Bosco Passanha

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## 👤 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