

HAROLD HOGAN

HR Associate

PROFESSIONAL EXPERIENCE

Stark Tech LLC

Human Resources Associate

New York, US

■ Jun '15 - Present

An end-to-end solutions provider, they take clients through the entire cycle of project implementation for O&T Solutions etc.

Recruitment

- Forecasting requirement & formulating plans for key staffing initiatives
- Devising cost-effective recruitment strategies in coordination with Hiring & Department Managers
- Successfully hired 30+ employees across different business domains

Sourcing, Screening & Interviewing

- Creating job descriptions & outlining appropriate roles & responsibilities
- Screened 1,500+ CVs & cover letters, conducted 150+ telephonic & personal interviews to evaluate candidates
- Employing job portals, professional networking sites & the internal database to source competent candidates
- Managing the presentation, selection, offers, closing etc. around hiring

Administrative Responsibilities

- Handling the Corporate bank account opening for all new employees
- Responsible for conducting regular workshops to educate employees on taxes, corporate etiquette etc.

HR Administration

- Preparing & formulating employee contracts ensuring that the legislation requirements are met
- Fulfilled immigration requirements for international candidates

Talent Management

- Acting as the business partner to ensure employee satisfaction
- Conducting exit interviews to identify reasons for employee attrition & make changes to increase retention

EDUCATION

Bachelor of Human Resources Management

NYU

New York, US

■ Jul '11 - May '15

NYU is a top ranked public university in the USA

- CGPA: 3.5 / 4

INTERNSHIPS

Super Inc.

Personal Details

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📍 New York, US

SUMMARY

2+ years experience HR professional. Quickly developing a reputation for implementing policies and procedures that positively impact employee satisfaction. Acquiring in-depth knowledge of executing employee onboarding and separation processes, recruitment process and general HR processes by gaining hands on experience. Highly skilled in improving internal communications. Keen to be part of a reputed organization which offers a challenging role to apply my existing skills.

KEY SKILLS

- Recruitment • Employee Onboarding • Employee Retention • HR Policies
- Communication • Training

SELECTED PROJECTS

- Conducted In-class Training workshops as a part of the HRM - Learning & Development Module
- Gained in-depth knowledge in the implementation of training & development
 - Studied Conceptual frameworks for understanding groups as dynamic systems within broader organizational systems

Studied the HRM - Strategy Module

- Authored research papers on a variety of concepts, practices, & issues associated with the application of strategy in HRM