

J. RIGANA PARVEEN

HR Lead- Operations & Talent Acquisition

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SKILLS

Professional Skills:

End to End Recruitment

Interviewing

Onboarding & offboarding

Induction Program

Employee Engagement

Performance Appraisal

HRIS Management

Employee grievances

Soft Skills:

Communication

Leadership

Teamwork & Adaptability

Technical Skills:

Microsoft Office 365

SUMMARY

Experienced Human Resource professional with over 6 years of expertise in Talent acquisition, onboarding, offboarding, employee engagement, background verification and performance management. Excelled in both independent and collaborative team environments, dedicated to driving organizational growth and upholding excellence.

PROFESSIONAL EXPERIENCE

HR Lead- Operations & Talent Acquisition

Squash Apps Pvt Ltd | Nov 2023-Feb 2024

- Handled End to End recruitment process encompassing sourcing & screening potential candidates through various job boards, social platforms and employee referrals, schedule interviews via Phone, in-person or Virtual and coordinate with management for closing interview and collect feedback.
- Update job description & Specifications for available positions, post job openings on company's careers page and job boards.
- Orchestrated salary negotiation, new hire onboarding processes including document verification & filing, conducted new hire induction program, post-employment background verification checks and handled offboarding formalities like conducting exit interviews.
- Developed and Implemented company policies to ensure they align with organizational objectives
- Oversaw performance appraisal processes, Led and managed employee engagement initiatives to enhance team cohesion, fostering a positive and collaborative work environment.
- Implemented comprehensive employee recognition program for employee retention. Maintained HRIS, employee attendance for payroll and handled employees' inquiries, conflicts and grievances.

CERTIFICATE

Mar 2024-Naukri Maestro

Recruiter Program.

Oct 2023- 'ChatGPT for HR' from

Great Learning Academy.

EDUCATION

-GRG School of Management

Studies, Coimbatore

MBA (Finance & Human

Resource)

Secure: 70%

-Sri Krishna Arts & Science

College, Coimbatore

B. Com (Commerce)

Secured: 68%

AWARDS

- Best Employee for exceptional employee retention in Pranas Technologies Pvt Ltd.
- Ranked 2nd at school level in Higher Secondary Exam.
- Proficiency Prize for securing top position in Higher Secondary Education.

HR Executive (Operations and Talent Acquisition)

Mortgage Central | Australia | Jan 2022 – Aug2023 (Work from Home model)

- Advertised job openings in Company's career page, job portals (e.g., Naukri, Monster-Foundit), and Social Networking platforms (e.g., Facebook, LinkedIn), as well as through Referrals.
- Sourcing and screening potential candidates from incoming resumes and various online channels like LinkedIn, Facebook, Naukri, Foundit, etc. Built relationships with external recruiters and staffing agencies to access quality talent.
- Conducted phone screens, in-person interviews, and coordinated final round interviews with top management/ hiring manager, providing performance feedback for decision-making.
- Handled onboarding, inductions programs, exit interviews, and meticulously managed employee records, including attendance and leave.
- Produced a monthly report summarizing recruitment activities, the efficacy of various sourcing channels, and the current status of the candidate pipeline.
- Fostered and maintained relationship with potential candidates, ensuring a positive candidate experience from initial contact through the interview process while also keeping candidates informed about their application status and address their questions and concerns.

Co-Ordinator -HRSS

Cognizant Technology Solutions Pvt Ltd | Coimbatore | Dec2018-Mar2021

Employee Background Verification Team-BGV

- Meticulously screened educational documents, experience letters, and gap verifications for accuracy and compliance with organizational standards. Proactively communicated with candidates, sending emails in case of any identified gaps during the document screening emails to address identified gaps, ensuring transparency and facilitating resolutions.
- Ensured document authenticity by cross-checking against university lists and company fake lists provided by third-party vendors, promptly identifying and addressing any documents with doubts or discrepancies

LANGUAGES

-English Advanced
-Tamil Native

INTERESTS

- Travel
- Music
- Gardening

- Collaborated effectively with the vendor management team to address and investigate any documents found to be fake or questionable, maintaining the integrity of the background verification process
- Consistently provided daily reports to Leads, highlighting candidates falling under the "Good-to-go" status, demonstrating attention to detail and adherence to process standards.
- Played a key role in report validation within the background verification team, ensuring the accuracy and completeness of reports before finalization.

Executive-HR

Pranas Technologies Pvt Ltd | Coimbatore | June2017 -June2018

- Posted job advertisements on various job portals like Naukri, monster and other social networking sites like Facebook, LinkedIn.
- Screening and selection involved sourcing and reviewing the resumes to assess their suitability for specific roles, conducting phone screens, and sending final interview call letter for in person interviews.
- Coordinated with Business analyst, project managers for conducting technical round interview for the candidates. Schedule final round of interview by coordinating with top management.
- Handled on boarding formalities, issued offer letter, induction program and conducted Exit formalities.
- Submitted month end recruitment reports to top management and Maintained Human Resource Information System (HRIS), updating employee information as and when required.
- Employee engagement-Conducting management games, outbound programme, team building activities, etc. to enhance motivation level, Productivity and relationship building.

DECLARATION

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.