Andreea Osman

# Lead HR Executive

### andreeaosmane@gmail.com|

Over 7 months experience in Project Management Operations. Strong analytical and issues solving skills as well as excellent oral and written communication. Good Interpersonal skills and ability to learn and adopt new Technology Concepts.

# EXPERIENCE

## Lead HR Executive

### ABC Corporation - MARCH 2009 – MAY 2011

* To search for quality candidates through intensive research, direct contact, the Internet and also through employee reference to identify individuals with leading-edge skills.
* Searching for matching potential candidates for current openings utilizing different sources like employee referrals, company website, consultant referrals, advertisement.
* Screening and Shortlisting candidates according to requirement Scheduling and coordinating the interviews.
* Obtaining the feedback from the interviewers and analyses the gaps of the feedback Taking HR round interviews for Salary negotiations and finalization of all the candidates Handling employee referrals recruitment.
* Schedule, conduct and coordinates Walk-in interviews.
* Worked as Induction support for new entrants in the company Coordinating the formal procedure of the candidate joining.
* Used to interview several candidates in a day, short list them and then do the final selection.

## HR Executive

### ABC Corporation - 2007 – 2009

* Conducting HR interviews and salary negotiation Background checking for new recruits.
* Handling recruitment.
* Induction for new recruits.
* Entering employee details in the Human Resource Information System Including details of employees in group benefit programs Oversee maintenance of employee benefit files and updating of employee payroll records Also taking part in regular HR activities like employee appraisals & yearly increments.
* Maintaining employee files & taking care of company reimbursements for travel, leave.
* Visiting client sites & handling HR issues of Wipro employees posted at such sites.
* Conduct exit interviews and completing exit interviews.

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# EDUCATION

* Masters of Business Administration in Business Administration - (Sikkim Manipal University)

# SKILLS

Human Resources.

2