**Objective:** To join an organization which will enable me to make best use of functional knowledge and people management capabilities to help the organization reach greater heights.

**Profile:** A team player, responsive to challenges with strong interpersonal skills. I have a strong inclination towards building relationships and end-client interactions.

**PROFESSIONAL EXPERIENCE**

***Aegis Limited-Essar Global Limited August 2, 2010–till date***

***Lead-Talent Acquisition***

***Essar Global Shared Services-Mumbai***

***Core Responsibilities:***

1. **Talent Acquisition -Financial Shared Services & Essar Information Technology Ltd.**

* Recruiter for Junior, Middle and Senior level hiring for Financial Shared Services and Essar Information Technology Limited
* Understand stakeholder requirements by working closely with business leaders
* Manage the employee referral program
* Effective utilization of job portals to source resumes in order to reduce the consultant cost
* Design recruitment strategy with external placement partners and internal stakeholders to attract the right and best talent for the company
* Offer negotiations and salary fitment

1. **Campus Interview**

* Responsible for end-to-end Campus Strategy involving Organization Branding, Relationship Management, Interviews and Selection and Offer Closures

1. **HR Operations**

* Preparation of monthly MIS
* Hiring Analysis on a monthly basis
* Offer Making & Offer Dispatch

1. **Employee Engagement**

* Induction & new joinee handholding
* Handling employee queries related to policies on employee benefits, performance management system, leaves etc.

***ICICI BANK LTD-Mumbai June 5, 2006 –July 30, 2010***

***Assistant Manager***

***Central Recruitment Team-Mumbai***

***Core Responsibilities:***

1. **Recruitment & Selection**

* Interacting with different business groups to understand job descriptions/ KRAs of the potential employee.
* Sourcing resumes with the help of various job-portals, employee referrals and known professionals from the same industry
* To work on cost cutting measures in sourcing the resumes
* Develop a pool of qualified candidates in advance in order to cater to future requirements
* Maintaining relationship with consultants in order to close niche positions
* Screening well qualified and relevant resumes for the job openings and arranging interviews
* Arranging aptitude test
* Creating a panel plan for a month
* Scheduling personality questionnaire and analyzing personality questionnaire report, prior to the interviews
* Making job offers in the new software *PeopleSoft (a software designed by Oracle Corporations)*
* Post offer dispatch formalities
* Preparing MIS report on Weekly basis
* Taking care of end to end recruitment process

1. **Induction, Orientation & on boarding**

* Welcome note for new joinees
* Taking care of joining formalities
* Introduction to various intranet links
* Introduction to the department and hierarchy

1. **Handling employee queries and grievances.**

1. **Timely support given to special mass recruitment projects like Walk-in recruitment process, PO recruitment process & Campus recruitment process.**
2. **Taken care of employee separation and exit interviews for a duration of 3 months and also prepared a “Resignation Process Note” when a new software *PeopleSoft* was to be launched.**
3. **Projects handled while working:**

* Recruitment Process Audit
* On-boarding process set up for new joinees
* Time & Motion Study

1. **Class Room Training attended while working with the Bank:**

* Personal Effectiveness
* Interpersonal Effectiveness
* Managerial Effectiveness
* Passion at Work
* Communication Skills

**SUMMER PROJECT**

***Motor Industries Co. Ltd. – Bosch Group Nasik Plant June05-Aug05***

Bosch Limited is India’s largest auto component manufacturer and also one of the largest Indo – German company in India. As part of my summer project I outlined a process for training the Facility Management & Administration Group-Security Division. Insights on the future manpower planning were also provided.

**EDUCATION**

**University of Pune**

***Neville Wadia Institute of Management Science and Research-Pune***

*Master of Business Administration-HR 2004-2006*

***Bytco College-Nasik***

*Bachelor of Science in Physics 1999-2002*

**PERSONAL DETAILS**

**Date of Birth:** 11-Oct-1981

**Hobbies:** Painting and Reading

**Marital Status:** Married

**Husband’s Name:** Mr. Mohit Sharma

**Address:** 12, Prerna Apartment, Azad Nagar-3, Veera Desai Road, Andheri-west, Mumbai-58, Maharashtra, India.

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