

Suman Rushil Singh Pawar

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6 YEARS STRONG EXPERIENCE INTO END-TO-END RECRUITMENT, HEAD HUNTING, TALENT ACQUISITION, HR OPERATION, ON BOARDING, EMPLOYEE ENGAGEMENT, WALK IN DRIVES, CAMPUS RECRUITMENT

CARRER SUMMATION

- ✓ An astute HR professional with closed to 5.6 years of in-depth experience of working in complex, dynamic and matrix organizations.
- ✓ Commercially focused Business Partner with proven expertise in strategic Business Partnering.
- ✓ Depth Exposure in handling and process improvements.
- ✓ Possess excellent communication, interpersonal and leadership skills.
- ✓ Presently associated with Raudra Technocrats Pvt Ltd as HR Generalist from May 2023 to till date

EMPLOYMENT HISTORY

1. HR Generalist at Raudra Technocrats Pvt Ltd from May 2023 to till date

Roles & Responsibilities:

- Talent Acquisition Specialist, End to end recruitment: Job posting, Screening, Short listing, Interviewing, Selection, Joining Formalities Documentation.
- Sending job offer emails and answer queries about compensation and benefits
- Collaborate with managers to identify future hiring needs
- Perform reference checks as need
- Employee engagement activities
- Complete all new-hire paperwork; introduce new hires to the company and HR Policies.
- Preparing CTC Comparable, process Medical, Background verification
- HRMS Pre on boarding process for new hiring, Joining formalities,
- Managing new joiners Documentation online & manual, TAT Management.

2. Corporate HR Executive at Adani Solar (AddRec Solution) from December 2022 to Till March 2023

Roles & Responsibilities:

- Talent Acquisition Specialist, End to end recruitment: Job posting, Screening, Short listing, Interviewing, Selection, Joining Formalities Documentation.
- Sending job offer emails and answer queries about compensation and benefits
- Collaborate with managers to identify future hiring needs
- Perform reference checks as need
- Employee engagement activities
- Complete all new-hire paperwork; introduce new hires to the company and HR Policies.
- Preparing CTC Comparable, process Medical, Background verification, initiate Psychometric Test (Korn ferry, Thomas)
- Teleo Pre on boarding process for new hiring, Joining formalities,
- Managing new joiners Documentation online & manual.

3. HR Executive at DTDC Courier from February 2022 to till November 2022

Roles & Responsibilities:

- End to end Recruitment, Screening, Shortlisting, Interviewing, Selection, Joining Formalities Documentation.
- Perform job and task analysis to document job requirements and objectives
- Prepare recruitment materials and post jobs to appropriate job portals.
- Source and recruit candidates by using databases, social media, Job Portals etc
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Onboard new employees in order to become fully integrated.
- Managing employee data, design compensation, Update Performance sheet and daily HR Operation.

4. Business Consulting Partner at Management2000 Placement Pvt Ltd from September 2017 to till January 2022

Roles & Responsibilities:

- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Perform job and task analysis to document job requirements and objectives
- Prepare recruitment materials and post jobs to appropriate job board etc
- Source and recruit candidates by using databases, social media, Job Portals etc
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process
- Promote company's reputation as "best place to work"

Trainings:

Training on ISO 9001:2015 | 14001:2015, BS OHSAS 18001:2007 Awareness & Certification by Bizkey Consultancy.

Education:

Course / Degree	College / University	Year
M.com. (Banking & Finance)	Gujarat University	2018
B.com	Gujarat University	2016
HSC	Gujarat Board	2012
SSC	Gujarat Board	2010

Personal Details:

Date of birth: 11-11-1994
Location: New Ranip, Ahmedabad
Marital Status: Married
Nationality: Indian
Linguistic Abilities: English, Hindi, Gujarati