

Priyanka Gathraj

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CAREER OBJECTIVE

An active personality with experience of 6 years in IT Software and ITES industries into Human Resources & Operations and high level of enthusiasm and motivation in the field of customer service with high sense of time management, sustaining and performing under high pressures.

AREAS OF EXPERTISE

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|----------------------------------|--|
| • Employee Engagement | • Interview End to End |
| • Employee Retention | • Employee surveys/Audits |
| • Salary Queries | • Selection Process |
| • Attendance management | • Campus Hiring |
| • Exit Interview and Formalities | • NGO Hiring |
| • Grievances / Appeals | • Skip Level Meeting |
| • Employee Training | • Early Warning Retention |
| • HR Policies Execution | • Employee Connect |
| • Training and Development | • Recruitment End to End |
| | • Bulk Hiring |
| | • Stake Holder Relationship management |

PROFESSIONAL EXPERIENCE:

Current Company	Firstsource Solutions Limited
Duration	April' 2019 to till date
Designation	Senior HR Executive
Role	Human Resource Business partner
Previous Company	Zaptech Solutions Private Limited
Duration	Sep'2014 to Oct' 2017
Designation	HR Executive
Role	Human Resource Business partner

KEY RESPONSIBILITIES

- Recruited candidates as per the company & client requirement.
- Administration of the human resources policies, procedures and programs in the area of benefits, compensation, employee relations, training and development, performance management and organizational development
- Taken part in the HR Audits.
- Handled CSR Activities (Corporate Social Responsibility)
- New employee management / Fresher deployment, Employee Performance Enhancement, Employee Development.
- HR Initiatives - Conduct Open House / All Hands Meet, Skip-level meetings, One-One, etc. Initiated a Learning and Development Culture – Organized an Organizational Transformation Workshop for the Leadership Team.
- Employee Engagement, Resource Planning and Utilization. Forecasting and deployment strategy.
- Attrition being the major KRA, took care of the Employment Engagement activities across levels.
- Retention Strategy, Systems & Policies, Employee and Engagement Initiatives
- Tracking attendance closure for all levels before the payroll
- Performance management and organizational development
- Development of HR Policies and its documentation
- Taking care of associate and lateral recruitment targets for the process.

- Planning and arranging for Outdoor Tournaments and Indoor Tournaments
 - Handling Employee queries/issues.
 - Administer clearance and exit interview formalities
 - Ensures all required document are properly filled and signed
 - Exit interview analysis
 - Ordering Stationary items
 - Partner with managers to retain, develop and motivate people to achieve their highest potential.
 - Bulk Hiring + NGO hiring on zero cost.
 - IT Recruitment
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- Having exposure on Campus IT Recruitment.

EDUC A TIO NA L QUA L IF IC A T ION

Year	Degree/Class	School/College	University
2014	Masters (MBA) Major – HR Minor – Marketing	Times Business School	Coimbatore
2010	Bachelor Of Commerce	Aroma College Of Commerce	Gujarat University
2009	12th	Sakar English School	Gujarat University
2006	10th	Sakar English School	Gujarat University

P ERS ONA L S KIL L S

- Leadership Quality.
- Elegant Team Player
- Quick Learner
- Hard working and patience
- Good communication and presentation skills

I NTE RES TS

- Singing & Dancing
- Travelling & Shopping
- Badminton

C OMP UTER S KIL L S

Operating systems : Windows 7/Xp.
Applications : MS Office,
Picasa.

P ERS ONA L P ROF IL E

Name : Priyanka Gathraj
Father's name : Neelam Gathraj
Date of Birth : 03-02-1991
Address : 43 Dharti Nagar IOC to Tragad near chandkheda railway station

Languages Known : Hindi, English, Nepali (Manageable)

A C KNOWLEDGEMENT

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

Place: Ahmedabad

Priyanka Gathraj