

Karishma V P

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karishmahr312@gmail.com

CAREER OBJECTIVE:

- To apply and enhance the technical skills I learnt during my academic in a corporate Application.
- To seek challenging assignments and responsibility, with an opportunity for growth and career advancement as successful achievements.

EDUCATIONAL QUALIFICATION

- SSC
- HSC
- B.COM

WORK EXPERIENCE

1. Anri Solutions HR Services Pvt Ltd. as a HR Executive since(July 2021 to June 2022)

Roles and Responsibilities

- **Recruitment:** IT Recruitment And Non-IT Recruitment.
- **End to end recruitment:** Sourcing, Screening, Searching, Recruitment Planning, staffing, scoping and on boarding candidates.
- **Screening:** Short listing candidates sourced through portal (Naukri.com, Shine, Times job) and validating them on their experience and interest on the role.
- **MIS:** Preparing reports on the no. of closure, internal movements and offer decline numbers to ensure the flow of work to reach the aspire rates. Prepare our monthly target report to achieve in team I make
- Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person)
- report of our daily work and daily interview date for all companies.
- Parse specialized skills and qualifications to screen IT resumes.
- Write and post technical job descriptions
- Coordinate with IT team leaders to forecast department goals and hiring needs
- Promote company's reputation as a great place to work
- Conducting recruitment interviews and providing the necessary inputs during the hiring process
- Working with recruitment agencies to source for candidates for specific job positions

- Communicating and explaining the organization's HR policies to the employees
- Conducting exit interviews for employees and recording them accordingly
- Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers
- Engaging with employees on a regular basis to understand the motivation levels of people in the organization
- Conducting first round of telephonic interview for the candidates to schedule interviews.
- Responsible for Recruitment at all level.
- interviews and recommendations to respective organizations, scheduling and line up of the candidates

2. Money Plus Consultancy Services (MPCS) as a HR Executive since April 2019 to August 2021)

Roles and Responsibilities

- End to end recruitment.
- Coordinate with clients.
- Screening resumes.
- Design and implement overall recruiting strategy.
- Develop and update job descriptions and job specifications.
- Source and recruit candidates by using (Times job, Shine).
- 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.
- Monitor and apply HR recruiting best practices.
- 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".
- Performing in-person and phone interviews with candidates.
- Performing reference and background checks.
- Communicating employer information and benefits during screening process.

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3. HR Executive at Productive Employment Solutions (From September 2017 to April 2019)

SKILLS

- Through knowledge of HR Recruiting.
- Strong administration skills.
- Familiar with applicant tracking database systems an asset Strong communication and Understanding with candidates
- Strong communication skills.

PROGRAMS :

Word, Excel, MS Office, INTERNET & E-MAIL

STRENGTHS:

- Responsible Attitude.
- Ability to work both individually as well as in a team.
- Sincere and hardworking.
- Quick Learner

PERSONAL PROFILE

Name : Karishma Rana

Father's : Jayesh Kumar Rana

Contact Details : 7984123614/7567671967

Date of Birth : 28th October, 1999

Nationality : Indian

Sex : Female

Language Known : Hindi/ English/ Gujarati

Permanent Address : Akhbarnagar, Aanadnagar,
New Vadaj, Ahmedabad – 380004.

DECLARATION

I hereby declared that the above information provided by me is best to my knowledge. And Hope Above will meet with your requirements and provide me an opportunity to work in your organization.

Date Signature

(Karishma Rana)

