

NILESH CHAUDAHRI

OBJECTIVE

Seeking challenging work in an organization to make myself multidisciplinary personality .I am Ambitious to build a career in a rapid growing organization, where team work is key to achieve professional goals and hardworking is appreciated.

EXPERIENCE

Purnartha Investment Advisers Pvt Ltd.

HR Executive (October -2020 to March -2021.)

- Talent Acquisition - Handled end to end talent acquisition (IT and Sales Profiles).
- Responsible for recruitment of candidates of IT & Sales.
- Online Job portals, Manpower consultants, employee referrals, etc. with adherence to recruitment budget & turn-around time. Creation of talent pipeline & role mapping for critical positions.
- Reward & Recognition – Formulated reward strategy and framework for respective business in alignment with the performance parameters (individual and team rewards) and behavioral competencies. Identifying along with rewarding Monthly & Quarterly winners' basis the framework.
- Performance Management – Framing objective & SMART KPIs for unique roles. Coach Managers to objectively assess performance, ensure year-around dialogue and feedback on performance, identify consistent star performers (for fast track programs), manage PIPs for under performers. Identifying job enlargement/enrichment / career progression avenues for promotion cases.
- HR Analytics – Hands on with HR dashboard, reports, data cuts and performance parameters. Providing periodic data reports to business leaders to facilitate informed decisions.

Admin (October -2020 to March -2021.)

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned Assist colleagues whenever necessary

PAYTM.

HR ASSOCIATE (Sep -2019 to June -2020.)

- Recruitment On boarding & Induction Operational Activity Management.
- Understood the requirements of the business team and close the vacant positions (IT and Sales Profile)within deadline.(Gujarat region)
- Ensure joining formalities are timely completed and closure of pending upon discussing with respective vendors.
- Completing documentation of employees on payroll.
- Conduct induction for the off-role and on-role employees according to the company's parameters.
- Handling cases of LOA, UAN, PAN & Bank Pendency (Gujarat region) upon discussion with business team and ensure timely closure of the same.
- Handling salary related queries of existing employees, F & F of ex-employees ensuring the correct POC.
- Manage data base related to Documentation, BGV cases and preparing tracker files accordingly.
- Solve stakeholders queries and enabling them to solve the same themselves.
- Providing required support for recruitment at particular location.
- Solve queries related to recruitment of vendors and explaining parameters of recruitment and ensure closure.
- Coordinate with the team members who are involved in recruitment related task, Collect feedback, recheck and verify the task, and ensuring proper documented submission.
- Understanding employees grievances , followed by discussion with the concerned manager, and provide proper guidance to resolve the same.
- Ensure proper implementation of COC in the organization.

CAREER CLUB HR COUNSLTANCY.

HR CONSULTANT (Jan-2017 to Sep -2019)

- Recruitment & Selection:
- Understanding the Requirements from the IT client.
- Handling the end to end recruitment procedure and various job openings in organization thoroughly ,work on the job descriptions.
- Preparing Job Description and Posting advertisement on job portal.
- Sourcing the CVs from Various Portals Such as LinkedIn etc.
- Headhunting & Industry Mapping through different social networking sites, references, and existing database.
- Pre-screen candidates before their interview for suitability and conduct interviews.
- Screening the profiles and conducting an initial evaluation.
- Handling face to face interviews, telephonic interviews.

- Coordinating with clients for organizing walk-ins.
- Ensure CVs are of a specific standard and reflective of client requests.
- Follow up with the selected candidates for joining on a date.
- Co-ordination between Technical Team of the client & Candidates for interviews.

Work Responsibility:

- Recruitment & Resourcing
- Responsible for IT requirements and maintaining all the client's updates.
- Sourcing candidates from different job portals like Naukri, Monster, Jobsite, LinkedIn, etc.
- Scanning and short listing the most suitable CVs for the position
- Headhunting - identifying and approaching suitable candidates
- Preparing JD of requirement
- Mass-mailing and Job posting
- Handling the full cycle of recruitment - source, screen, validate, offer, and close resources for job requirements

TCS (TATA CONSULTANCY SERVICES)

CSE (CUSTOMER SERVICE EXECUTIVE) (jan-2016 TO dec-2016)

- Resolve customer queries and issues.
 - Ensure quality of services delivered.
 - Escalate customer issues for quick resolution.
 - Execute activities to meet the service period SLAs
- Report to the Team Lead / CSM.

EDUCATION

QUALIFICATION	UNIVERSITY /BOARD	RESULT
M.COM	GUJARAT UNIVERSITY	SECOND CLASS
B.COM	GUJARAT UNIVERSITY	SECOND CLASS
XII	G.H.S.E.B	DISTRICTION
X	G.H.S.E.B	FIRST CLASS

PROFESSIONAL SKILLS

- Compliances : EPF, ESI (Employee's State Insurance) - Calculations, Various Forms, Challans & Returns, Gratuity Act, Workmen Compensation Act .
- Payroll : Salary Components, Designing CTC, Salary Processing, Attendance System, Full & Final Settlement, Professional & Income Tax, LOP, Practical Exposure on processing salaries by Payroll Software.
- Other HR Functions: Performance Management & Appraisal System, Appointment & other Letters, Training and Induction, Attrition Management.

- Recruitment: Recruitment & Selection, Pre-Screening Interviews, Post Recruitment & Joining Documentation, Headhunting, Job Portals.

PERSONAL SKILLS

- Keen Learner to Acquire New Skills.
- Team Player
- Relationship Development

STRENGTHS

- Excellent communication and people skills.
- Good sales and negotiation skills.
- Confident and positive attitude.
- Ability to work under pressure and meet targets.
- Good organizational and administrative skills.
- Excellent Teamwork skills

PERSONAL DETAILS

Name:	Nilesh Chaudhari
Gender:	Male
Marital Status:	Single
Nationality:	Indian
Location:	Noida
Hobbies:	Travelling, Listening to music

PLACE: Noida .

DATE:

Yours Sincerely,
NILESH CHAUDHRI