

BARKHA RAMNANI

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In pursuit of career enhancing opportunities in the field of:

HR

PROFESSIONAL BRIEF

Dynamic & result oriented professional with an experience of 2 Years in recruitment, Employee Relations. Proficient in end-to-end recruitment process, generating offers, Induction, exit formalities.

A keen communicator with strong problem-solving, leadership, analytical and organizational skills. Exposure in managing HR with an aim to accomplish corporate plans & goals successfully.

Experience in handling the recruitment of employees

Possess strong planning & relationship management skills with vital contribution in running of the company.

Areas of multi-faceted strength and qualification include.

- Recruitment

- Payroll Processing

- Employee Engagement

- Exit Interview

- Leave Policy

- Team Management

- Joining Formality

PROFICIENCY MATRIX

RECRUITMENT

- Understanding Manpower requisition from various departments Handling all position of recruitment
- Preparation of offer letter, joining formality, and all other formalities.

EMPLOYEE ENGAGEMENT

- Handling employee engagement activity like Team building, Tracking, games etc.
- Co Ordination with the Cultural committee

STATUTORY COMPLIANCE

- Preparation of all kind of official letter and policy.
- Maintaining MIS reports for payroll data and employee compliance part.
- Handling Performance appraisal cycle for all employees.
- Handling all employee issue related to salary, policy, and leave policy.

CAREER RECITAL

Dec 20 – Till date with 1 Call Repair and Return Service pvt Ltd as a

HR Admin

Significant Highlights:

- Handling all position in Recruitment in service based company.
- Performing Important role in Recruitment strategy, Vendor Management and Recruitment Drives.
- Sourcing candidates from channel portal like Naukri, LinkedIn, and other portals..
- Screening Quality candidates' profiles as per company requirements.
- Maintaining MIS for Recruitment updates and new joiners.
- Handling incoming resumes for careers and other portals.
- Handling the Management of payroll processing of all candidates

Oct '19 – Nov 20 (1.1 years) with PHL Company as a Admin

Significant Highlights:

- Coordinating office activities and operations to secure efficiency and compliance with policies..
- Supervising administrative staff and dividing responsibilities to ensure the residents have a smooth livelihood.
- Maintaining MIS reports for recruitment update and new joiner..
- Maintaining all employees records manually as well as digitally.
- Handling Performance appraisal cycle for all employees.

Sept 18 – October 19(6 Months) with isparrow solutions as a HR Recruiter

Significant Highlights:

- Understanding Manpower requisition from various departments for International as well as domestic requirements HR Profile Opening for 50+ Branches of the Company across the globe.
- Sourcing relevant profiles and conducts the first round of screening to check candidate's suitability for the position.
- Worked for profiles of various skill sets including Finance, Marketing, IT, HR, BPO, Tourism and Operations
- Coordinating with the department Heads for technical assessment.
- Induct and on-board new joiner.
- Doing a background verification of the shortlisted candidates.

INTERNSHIP

Worked as survey Co-ordinater in matrize company

EXTRA-CURRICULAR ACTIVITIES

- Received many awards in School level.
- Participated in dance at school and got certificates and prize money.

- Active Participation in sports at school and colleges

STRENGTHS

Dedication
Leadership
Hardworking
Never Giveup attitude
Responsible

HOBBIES

Fitness Enthusiasm
Dancing
Travelling
Playing Sports

SCHOLASTICS

Year	Qualification	Specialization	Institute
2020	BCOM	Commerce	Gujarat University
2017	XII	Commerce	GSEB Board
2015	X	-	GSEB Board

IT SKILLS

- Operating System
- Microsoft Office
- Microsoft word
- Microsoft excel
- Microsoft Powerpoint
- Basic Computer