

Human Resources Resume

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Location: Ahmedabad

Summary

Dedicated Human Resources Generalist with 5 years of experience in Managing and coordinating human resource functions while facilitating the planning and execution of policies and procedures. Skilled in all aspects of human resource management, including Talent Acquisition, training and development, payroll administration, employee relations, and conflict resolution. Efficiently used Applicant Tracking System (ATS) in order to create a candidate pool. Screening, Selecting and interviewing candidates for different roles available with our clients, with additional experience in Induction & Exit Formalities, Employee Orientation, Leave & Attendance Management, Payroll Processing, HR Policy, Performance Management & Employee engagement activities and providing the most suitable opportunities that are helping people achieve more in their careers!

Professional Summary

Senior Technical Recruiter, NLB Services, Noida

Dec 2021 - Present

- Managing End to End Recruitment which includes identifying future hiring needs, designing job descriptions, sourcing candidates through databases, portals and social media.
- Collaborates with hiring managers to understand the needs and roles to be filled; reviews job descriptions for vacancies.
- Managing Permanent & Contract Hiring (IT ,Non-IT, BPO)
- Managing whole Recruitment process through ATS System (Job diva)
- Identifies the most effective methods for recruiting and attracting candidates.
- Drafts recruitment advertisements; posts and/or places ads in the most effective digital and/or print media for open positions.
- Perform pre-screening calls to analyse applicants' abilities
- Identifies appropriate candidates and assesses their qualifications through review of their resumes, interviews, and other forms of communications.
- Connects qualified candidates with hiring managers.
- Maintains contact with candidates to keep them apprised of the status of their applications.
- Facilitates contacts by creating and maintaining a presence in the technical/industry community and marketplace.
- Performs other related duties as assigned.

HR Generalist, Ethics Solution, Ahmedabad

June 2020 – Nov'21

- Oversaw a human resources department of 5 team members and their various functions.
- Effectively liaised between senior management and employees to maintain and improve company-employee relations.
- Prepared and updated employment records, including pension plans, compensation packages, benefits, disciplinary behaviour, and disputes.
- Administered and processed paperwork related to new hires, job candidates, employment concerns and complaints, and pre-employment tests.
- Mentored new recruits, provided on boarding seminars, and conducted group and individual training sessions.
- Manage all HR-related tasks for a employees including payroll processing, employee benefits program, documentation, interviewing, training, and on-boarding new recruits
- Coordinate with IT department to update and automate several onboarding tasks, streamlining new-hire processes and increasing newemployee satisfaction rate by 35% and reducing recruitment costs by 15%
- Shadow and help conduct employee interviews across 20+ positions, develop user friendly applications forms and questionnaires, andconstruct more accurate picture of duties and responsibilities for online job descriptions
- Develop and implement new targeted hiring policies and outreach recruitment programs, diversifying workplace environment by 20%

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- Introduce and manage structured performance review system.
 - Develop system for getting and implementing feedback from employees.
 - Conducting Exit Interviews
 - Vendor Management
 - Developed training program for managers to learn effective hiring practices.
 - Implement system and process improvements, working in close collaboration with the Director of Human Resources and CEO

**HR Executive,
Intellial Solutions Pvt Ltd, Ahmedabad**

May 2019 – May'20

- Managing End To End Recruitment for Internal Hiring
- Conducting the initial technical rounds and final negotiation round for Junior/senior level candidates
- Managing Pre & Post joining formalities
- Induction & orientation process
- Handling Documentation process of employees
- Managing master sheet of employee details
- Handling Employee Engagement activities
- Attendance & leave management
- Payroll Processing
- Vendor Management
- Grievance management
- Employee review & Appraisal Management
- Managing HR Administration work
- Exit Interviews

**Sr. HR Recruiter
Satyam Consultancy, Ahmedabad**

April 2018 – May'19

- Prepare Job Description for various job positions & developed appropriate questions for screening process.
- Designed & maintained job posting on various social media platforms like, Naukri.com, LinkedIn, Indeed, Glass door.
- Coordinated with hiring manager and participated in the Interviewing panel.
- Analyzed various job applications and filtered candidates through telephonic or one on one interviews.
- Prepared all recruitment strategies and ensured achievement of all objectives
- Negotiated with movers and assisted employees with temporary accommodation if required.
- Communicated results to the candidate and the organization for all selections.
- Assisted in recruitment of staff members and members on contract basis across organization.
- Led new Talent Acquisition & Recruitment process for over 20 new full-time hires.
- Scheduled interviews for candidates across 15+ roles.
- Cooperated with local law enforcement to conduct background checks on prospective candidates
- Assisted new employees with on-boarding training, ensuring all application forms were filed correctly, and that employees understood company health benefits package.
- Participate on process development and process improvement
- Perform various administrative duties and take on projects and programs that support the recruitment function
- Provide administrative support to HR department

Education

SAL College of Engineering, Ahmedabad
Bachelor of Computers(May 2014-18)
7.73 CGPA

Skills & Certification:

- Recruitment and selection
- Permanent & Contract Hiring
- Training and onboarding
- Communication / Negotiation
- Problem Solving
- Contribution / Leadership
- Employee Selection & Development
- Recruitment & On boarding
- Development of Training programs
- Employee Relations
- General Administration
- Payroll Management
- Performance Appraisal
- Grievance Resolution
- HR Policies formation & Implementation
- Manpower Planning & Cost Reduction hiring process
- Demonstrates leadership in providing assistance and guidance to others
- Benefits management and administration
- ATS (Application Tracing System)