

## **NITU K KANPURE**

37/B, Pavitrnagar society  
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### **OBJECTIVE:**

Logical thinking, right use of knowledge and the determination to work hard from the base to achieve high results and to obtain a challenging position in an organization where my skills can be fully utilized.

### **KEY SKILL:**

Self-motivated, result oriented, pleasant personality, combination of smart& hard working, Perfect Communication.

### **SKILLS:**

Administration, Staffing & Recruiting, Recruitment, Screening, on boarding, staff management, vendor management, induction, stock management.

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### **Summary:**

- Total Experience is 10.05 years.
- An expert HR executive with proven expertise in implementing the policy and procedure, recruiting and hiring having 6.5 year hand on experience.
- Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.
- Expert in taking the order from the seniors and giving the valuable suggestions.

### **Current Professional Experience**

Designation : -Freelancer HR Recruiter

Duration: - From Aug-2017 to Jun- 2019

Organization : - NK Consultancy

- Job Responsibilities

#### **1. Recruitment**

- Company Staff Providing & Candidate Job Providing
- IT & Non IT, All types Form base Work
- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Short listing the resumes based on desired skills and experience.
- Advertising vacancies, screening and short listing resumes.
- Conducting telephone and Personal interviews in coordination with department heads.

- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices

## **2. HR Administration**

- Preparing Final settlements, Gratuity, leave salary and all employee benefits.
- Compilation & processing of attendance data in attendance system.
- Processing monthly attendance musters for workers, trainees & officers.
- Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

## **3. Employee Engagement**

- Celebrations - Diwali, Ganapati Festival, and other company events
- Effectively managing welfare measures, management - employee get together, picnics & parties.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

## **Previous Professional Experience**

Designation : - HR Recruiter

Duration: - From Aug-2016 to Aug- 2017

Organization : - Potential Placement Consultancy

## **Job Responsibilities**

- Partnering with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidates
- Administering appropriate company assessments
- Performing reference and background checks
- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status

- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Serving as a liaison with area employment agencies, colleges, and industry associations
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees

### **Previous Professional Experience**

Designation : - Admin Executive

Duration: - From Jun-2014 to Feb- 2016

Organization : - Monarch Network Capital Company

### **Job Responsibilities**

- Arrange meetings and appointments and provide reminders as needed
- Maintain strong relationships with vendors and keep price data in order to get the best pricing on supplies and services
- Arrange executive travel, hotel and dining arrangements as needed
- Handle requests, feedback, and queries quickly and professionally
- Creating, updating, and maintaining records and databases
- Billing, Courier Handling, Office stationary stock maintenance, House Keeping Staff management

### **Previous Professional Experience**

Designation : - Data Entry + Admin Executive

Duration: - From Sep-2010 to May- 2014

Organization : - Dr. Shailesh Shah Surgical Hospital & Endoscopy Clinic

### **Job Responsibilities**

- Keeping update the indoor and outdoor paint history details
- Medical Store Stock Maintenance & Keeping a update of drug bills
- Patient Medicine Billing , Data Collection , Filling update and management
- Mediclaim File Process & Attendance Reporting.
- To prepare a blood report of indoor and outdoor.

### **Computer Skills:**

- MS Office & Photoshop

### **Academic Details:**

2007	(MA in Home science) Gujarat University, Ahmedabad.
2005	(BA in Home science) Gujarat University, Ahmedabad.
2002	(Diploma in Home science) Gujarat Secondary Education Board, Ahmedabad
1999	SSC – Gujarat Secondary Education Board, Ahmedabad.

**Extra Activity:**

- Participated in 1998 for **G.S.A.T.A.** (Gujarat State Art Teacher Association )
- Participated in 2002 to 2005 for **A.T.C.** Camp (Annual Training Camp )
- Participated in 2003 for **N.I.C.** (National Integration Camp )
- Participated in 2004 for **B.L.C.** ( Basic Leadership Camp )
- **N.C.C.** Passed with "B" Grade in 2005
- Participated in 2006 for **Food Festival**
- Participated in 2007 for **Sanskrit Garba Spardha**

**Personal Details**

Name: - Nitu K Kanpure

Date of Birth: - 19- May-1984

Marital status: - Unmarried

Languages: English, Hindi, Gujarati & Marathi

Hobbies: Music, Singing, Travelling, Reading