# Pranay Raval

Ahmedabad, Gujarat

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**HR PROFESSIONAL**

**Withover 3 Years of experience in**

Recruitment / Staffing / Payroll Devising HR Policies & Procedures Career Services

Training & Development Manpower Planning Performance Management

Presently associated with **Quess Corp as–Sr.HR-Executive.**Proficient in overseeing the entire HR process including human resource planning, recruitments, sourcing, counselling,payroll,etc. Demonstrated abilities in Compensation.Strong ability to master a situation quickly; highly knowledgeable in a wide variety of professional disciplines and an expert at organising & directing turnaround situations.A keen communicator with the ability to relate to people across all hierarchical levels in the organization. An effective communicator with exceptional interpersonal skills and hands on experience in training and development of employees across the organisation.

***CORE COMPETENCIES***

* Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
* Planning human resource requirements in consultation with heads of different functional & operational areas, organizing selection interviews and induction programmes.
* Executing the entire gamut of task in recruitment encompassing sourcing, screening, short-listing, selection and appointment as well as exit interviews, etc.
* Participating in annual budget exercise & assisting in finalizing HR budget of business unit.
* Conceptualizing & developing training & development initiatives for improved productivity, building capability and quality enhancement.
* Communicating with students and parents for selecting appropriate career option.
* Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies.
* Organizing training programmes of internal and external agencies thereby developing multi skills as per defined standards.
* Developing and maintaining a training curriculum to ensure that new joinees and existing employees are highly effective at leveraging the technologies available to them.

***CAREER SCAN***

**August 2016– Till Date Quess Corp Ltd (IKYA Group)**

**Recruitment Consultant and Payroll Executive**

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**Role as Delivery Lead Recruitment:**

* Interviews applicant to determine qualification and eligibilty for employement.
* Contacts prospective employers to determine needs and explain Career services.
* Arrange on campus interviews between employers and graduating students to facilitiate recruitment of graduates.
* Collects, organizes and analyzes occupational, educational and economic information for use in job placement activities.
* Coordinates program for analysing campus jobs.
* Designing recruitment tools and processes that relate directly to business needs, including selection and assessment.
* Handling succession planning to include human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
* Managing complete recruitment life-cycle for sourcing the best talent from diverse channels after identification of manpower requirements.
* Developing & implementing strategies for screening / recruitment to combat high attrition rate & retain talent.
* Planning, coordinating and executing head hunting process; maintaining a comprehensive data bank of all employees with varied background.
* Identifying candidates on the basis of technical requirements, scheduling interviews and verifying candidate’s credentials & career expectations.
* Planning human resource requirements in consultation with heads of different functional & operational areas.
* Handling all the functions from releasing offer letters to employee on-boarding
* Handling HR Recruitment vendor management consultancies.

**Clients:- Amazon,SBICard,Vodafone,Airtel,Paytm,Hitachi,Smallon,HUL,HDFC,Gati Ltd.(Industrial Client Also Such as Magna,Loxim)**

**Current Status:- As a Payroll executive in Dependo Logistics Solutions Pvt Ltd.(A Subsidiary of Quess Corp. Ltd)**

* Work as a broker (Real Estate).

**Time Period–** From May 15, 2012 to July 31, 2016.

* Worked as a Customer Support Agent with outbound Call Centre.

**Time Period -**From January 3, 2010 to March 31, 2011.

* Work as a Sales Executive with Godrej.

**Time Period -** From April 18, 2011 to April 30, 2012.

* Working With IKYA Human Capital Solution as a Recruiter/Payroll Executive.

**Time Period** - From 1st August 2016 to Till Date.

(A Division of Quess Corp Ltd.)

***ACADEMIA***

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| SR NO. INSTITUTE NAME / BOARD QUALIFICATION YEAR PERCENTAGE   1. Gujarat Law Society (M.K.) S.S.C 2007 66%   Sec. & Higher Secondary  2) Gujarat Law Society (M.K.) H.S.C 2009 65%  Sec. & Higher Secondary   1. Shree Narayana College Of B.Com 2012 Second Class   Commerce   1. Studied Chartered Account till IPCC Level. 2. Right now Persuing MBA from Symbiosis Pune. |

**Other Courses:**

***TECHNICAL SKILLS***

* Well versed with MS Word,MS Excel,VLOOKUP,HLOOKUP, Internet Applications,PowerPoint.

***PERSONAL DOSSIER***

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| * Father’s Name | * Mr. Niranjan M. Raval |
| * Date of Birth | * 25-Oct-1990 |
| * Gender | * Male |
| * Marital status | * Single |
| * Nationality | * Indian |
| * Languages Known | * English, Hindi,Gujarati. |

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| * Hobbies | * Travelling,Listening Music,Meeting new people. |