

RESUME

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EDUCATIONAL QUALIFICATION:

Qualification	College / Institution	Percentage (%)	Year of passing
S.S.C	Holy Mary Convent High School, Bhiwandi	74%	1998
H.S.C	B. N. N. College, Bhiwandi.	61%	2000
DIPLOMA IN PHARMACY {D-Pharmacy} 1 ST YEAR 2 ND YEAR	Prin K.M Kundanani college of Pharmacy, Ulhasnagar.	❖ 75% 83.10% (Stood 1 st in Mumbai & top 5 in Maharashtra)	2002
DEGREE IN PHARMACY {B –Pharmacy} 2 ND YEAR SEM 1 SEM 2 3 RD YEAR SEM 1 SEM 2 4 TH YEAR SEM 1 SEM 2	Bombay college of Pharmacy (B. C. P) Kalina	61% 66% 69% 65% 65% 68%	2005
MBA[HR]	Sikkim Manipal University	92 %	2007- 2009

Highlights:

1. Stood 1st in Diploma in pharmacy in whole **Mumbai** and was in top –5 in **Maharashtra**
2. Stood 1st in Whole over India **Glaxosmithline (GSK)** Training and received a **certificate** and a trophy.



WORK EXPERIENCE:

- ❖ **Currently working as Assistant Manager – Human Resources at Himedia Laboratories Pvt Ltd (Leading Lifesciences and Biotechnology company) from 13th May 2019 till date.**

Job Profile:

1. Recruitments:

- Handling end to end Recruitment process for all levels from Technical positions to Sales and Marketing, Support function positions.
- Have closed many technical positions like R& D scientist, Research Associates, Cell culture Analyst, Microbiologist, Molecular Biologist, Production Microbiologist, Production Managers, Head of Department etc.
- Have closed more than 95% of positions through Naukri, references and other portals [through Non Consultant sources].
- Handled recruitments across all levels.
- Handled all recruitments including company payroll as well as contractual recruitments.
- Handled joining formalities and complete onboarding activities.

2. Employee Engagement Activities:

Successfully conducted many Employee Engagement activities like **Diwali and Kids day celebration** during Diwali [in 2019], **Women's Day celebration**, **HR Connect** sessions for knowing the onboarding experience of new joiners whether they have been settled comfortably in their roles.

3. Training and Induction:

- Conducting 1 day HR Induction session for all new joiners including their Introduction/ releasing onboarding notification to various stakeholders on their DOJ.
- Co-ordination and scheduling their other essential trainings like Data Privacy/ Information Security etc.

4. Audits:

Involved in Audit Documentation, Audits preparation and participated as Auditee in various audits like ISO Audits, ISMS Audits etc.

5. Admin related activities :

- Generation of various letters like Appointment Letters, Experience letters, Confirmation letters etc.
- Handling Biometrics registration
- Helping in payroll related activities
- Maintaining and managing personal Files

6. MIS and Data Management :

Handling various MIS related to Interviews tracking, Joiners data , Position closures etc.

7. Handling Projects:

Handling short term projects and assignments pertaining to recruitments and Talent Acquisition.

8. Operations:

Handling day to day operational work.

9. Background verification and reference checks:

Conducting Background verification and reference checks for new joiners.

10. Employee Liaison:

Acting as Liaison between the company and employees in solving their queries/ grievances etc



Worked with GIA [Gemological Institute of America] from 2nd Jan 2019 till 12th May 2019 as Assistant Manager –HR handling Corporate, Education and Laboratory recruitments.

Handled:

1. Bulk /Volume Recruitments of Hiring Diamond Graders.
2. Involved in Vendor Management.
3. Campus Recruitments.
4. News Paper ads and Walk-ins
5. Managing IJPS
6. Managing Referrals
7. Managing Internal Databases for recruitment.
8. Involved in conducting HR Connect sessions.
9. Handling Employee queries
10. Involved in Employee Engagement Activities.
11. Handled End to end recruitment process including sourcing, interview scheduling, offer negotiation, offer roll out, joining formalities, documentation, HR induction and onboarding process.



- Worked with Novartis India Limited handling recruitments and entire onboarding activities**
 - **From 7th April 2014 till 31st December 2018 - Worked as Full Time employee of Novartis on Novartis Payroll itself. [Left as TA team and TA process shifted to Hyderabad]**
 - **From Feb 2009 till 6th April 2014 – Worked with Novartis on Randstad payrolls.**

Roles and Responsibilities in both roles: -

Recruitment and Onboarding activities:

- Make sure of smooth on boarding of all new Joiners.
- Making & Issuing Appointment letters & offer letters etc.
- Joining Formalities & Joining Announcement emails.
- Solving queries of candidates related to their Compensation. (PF, ESIC, Investment, Salary)
- Assess and collate the recruitment needs of the organization across different levels.
- Responsible for the back end work of screening applicants, mapping the resumes with



- the requirements and maintaining database for future references.
- Maintained and corrected the database of the joiners in the company on a regular basis.
- Coordinating for the Background Checks.
- Involved in Sourcing of Profiles via various mediums to match the requirements in terms of suitability, lead time and salary guidelines.
- Maintained and updated files and retrieve relevant information as and when required.
- Helping the Joiners to complete the online information through Virtue.
- Taking care of Joinings of New Hires.
- Identify, engage & negotiate with suitable medium for talent acquisition, have empanelled Naukri and Monster for addressing recruitments needs at different levels.
- Schedule meeting for face-to-face engagement.
- Managed all other Human resource activities
- Involved sourcing and screening of resume
- Taking care of end to end recruitment process.
- Involve in Interview process and also in coordinating various interviews.
- Pre-joining and post joining documentation.
- Involved in bulk Hirings.
- Handled Field [Sales] as well as Corporate Hirings [including Hirings in medical team like MSL, Medical Advisors, CRA, Regulatory Affairs etc].
- Handled IJP process, application tracking, checking eligibility criterias, screening, scheduling interviews, IJP selections, Feedback sharing etc.

Bulk / Volume Recruitments:

Involved in Bulk/ Volume Hiring for Trainee Medical Representatives [TMRs].

Also was involved in Bulk/volume Hiring for Cardiovascular new product launch/ expansion Hirings.

Also for all sales positions, we had bulk/volume Hirings as they need to join on urgent basis to support business.

Vendor Management:

- Involved in Vendor management , sourcing and screening of resume
- Liaising with vendors
- Processing Recruitment invoices

Third party candidates hiring:

Involved in 3rd party candidates [joining on 3rd party Manpower rolls] hiring, co-ordination with Third party vendor for their entire process. Also involved in joining of candidates on Contractual basis.

Lateral /IJP Hirings:

Involved in IJP [Internal Job postings] / Lateral Hirings.

Employee Engagement:

Involved in Handling and resolving employee queries pertaining to salary, Flexi, leaves, internal job applications, and referral payouts etc.

Background Verification:

Handled end to end Background verification process for all new joiners.

Statutory:

Supporting PF team with required forms [PF, Gratuity, and Superannuation] of new joiners for statutory purposes.

Sap number Generation/HR Operations:

- Generation of Employee numbers for new joiners [involved in all Hiring action]
- Providing all inputs, data to HR Core activities [SAP activities]

Recruitment tool/Software:

- Handling recruitment software known as Brass Ring. Doing all recruitment related activities through same.

Audits:

- Auditing of files and plugging insufficiencies.

Assessment:

- Conducted Assessment centre written test and also supported in Assessment Centre workshops and activities.

- Travelled Pan India for conducting Assessment centre written tests.

Training and Induction:

- Providing Training to New joiners on post joining Documentation.
- Providing Training/ clarity to new joiners on company policies like Hospitalization policy, leave policy etc.
- Scheduling/ arranging Mandatory Trainings for New joiners.
- Involved in arranging Parichay Interactions for New joiners.
- Scheduling Field Parichay Din for new Field joiners via teleconference call.
- Conducting VOE [Voice of Employee survey]
- Helping in conduction of HO Parichay Din for New HO joiners.

MIS:

Maintain all employees' personal documents in appropriate excel sheets and also in their personal file.

- ❖ Earlier worked with Randstad India, a leading HR firm [earlier called as Mafoi Management Consultancy] as Associate Consultant from November 2007 to Feb 2009.

Stint	Worked as a Recruiter Since Nov-2007 to Feb 2009
Company	Randstad India [earlier called as Mafoi Management Consultant] from Nov 2007 to Feb 2009
Roles & Responsibilities	<p>Responsible for the Recruitments of PHL (Pharma, Healthcare, Lifesciences & Chemicals) Professionals.</p> <ul style="list-style-type: none"> • Managing recruitment process from requisition, initiation to sourcing, to acceptance of offer and final placement. • Sourcing, screening, interviewing and placing Junior to senior level professionals • Recruiting professionals over different skills sets • Handled Volume Hiring/ Bulk Hiring/ Mass Hiring and contract staffing • Make business proposals and presentations before the HR heads and decision-makers of various companies. • Mobilizing human resources through various means such as Headhunting, Advertising, References, Existing Databank, Job Portals, Job postings and Different Online Groups. • Involving in salary negotiations with the client & the candidates as per the requirement. • Raising the invoices & regular follow-ups. • Creating, maintaining and updating the databank for different category of skilled professionals. • Campus Recruitment • Involving in the campus recruitment for Clients. • Delivering HR presentations on the campuses. • Arrangement of Technical Panels for campus recruitment. • Conducting Programming Aptitude Test (PAT) & Group Discussions and taking HR interviews. <p>Achievements</p> <ul style="list-style-type: none"> • Contributing largely in the generation of revenue to the company & adding profiles to the company database • Achieved allotted target within the stipulated period. • Received twice, the performance recognition award in Mafoi for the outstanding performance.

Have More than 1 year experience in GlaxoSmithKline [GSK] in Sales field.

Project / training: Done 1 month Practical training in Bharat Serums and Vaccines Limited, Thane & received a certificate.

PERSONAL DETAILS:

HOBBIES : Writing and composing songs, making friends and traveling

OBJECTIVE : To become such a person whose presence will be noticed even in presence of many persons and whose absence will be felt even in presence of many persons.

BIRTHDAY : 3rd Day of August, 1982.

LANGUAGES : Hindi, English, Marathi, Gujrati.

(Bhaven Jakharia)