

**PROFESSIONAL EXPERIENCE****VBeyond Corporation****April 2020 – Till Date****Designation: Senior Lead- Leadership hiring**

<b>Description</b>	Scouting for the best talent across Financial, banking and Insurance Services, Telecommunications, Retail and Healthcare domains in IT Sales and application development across locations.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>-Multi discipline full cycle IT recruitment from mid-senior to leadership level positions across technical and domain specific skills.</li> <li>-Define short term recruiting plan of action</li> <li>-Provide Geo/ skill specific talent market insights to hiring managers.</li> <li>-Ensure adherence to recruitment best practices and SLAs</li> </ul>

**Infosys Limited****Feb 2019 – March 2020****Designation: Associate Lead- Talent Acquisition**

<b>Description</b>	An enthusiastic Talent Acquisition professional, connecting the right talent to the right opportunities, having expertise in end to end IT, Non IT and Emerging Telecom technology hiring
<b>Responsibilities</b>	<p><b>External Employer Branding:</b> Represent Brand Infosys and is responsible for execution of branding strategy through action and communication with vendors, candidates and key stakeholders.</p> <p>•<b>Recruitment Drives:</b> Have been conducting end to end recruitment drives that involve Planning, sourcing, screening, scheduling, coordination with hiring managers, deployment, HR discussions and ensuring quality of hiring yield</p> <p><b>Stakeholder Management:</b> Have day to day interactions with hiring managers and key stakeholders to understand the business requirements at Micro level.</p> <p>•<b>Sourcing:</b> Execute the sourcing plan by interacting with internal and external stakeholders in order to achieve unit/geography/region recruitment targets. Have been successful in increasing the channel mix for low cost channel by effective use of Job Portals as well as LinkedIn and personal references.</p> <p>•<b>HR Interviews:</b> Experience in having Salary negotiations post Behavioral Event Interviews (BEI) with STAR approach.</p> <p>•<b>Research, Analytics &amp; Benchmarking:</b> Track hiring trends in the market in order to in order to enhance competitiveness of Infosys as an employer.</p> <p>•<b>Onboarding:</b> Serve as a Single point of contact for matters related to the recruits from the time of acceptance to the time of joining in order to generate better conversion ratios and applicant delights.</p> <p>•<b>Technology Enablement:</b> Suggest improvements to existing systems in order to enhance operational effectiveness.</p> <p>•<b>MIS, ATS &amp; Reporting:</b> Update, prepare and maintain MIS data from various HR systems on the unit/geography/region level in order to facilitate easy decision making by key stakeholders. Hands on experience in using Application Tracking system of SAP.</p> <p>•<b>Leadership/ Strategic Hiring:</b> Have been involved in end to end hiring for Key Leadership position across domains. Expertise in hiring for Niche Emerging Skills like Devops, Scrum, Agile AWS/Azure, JIRA and telecom and billing skills like, AMDOCS, OSS/BSS, Kenan, singl.eview, Nokia, Comptel, Netcracker, Conceptwave- EOC among others.</p> <p>•<b>Process Compliance:</b> Examine the process nuances (lateral hiring/entry level hiring) thoroughly, participate in vendor audits and take care of adherence to set standards in order to be compliant.</p>

**PROFESSIONAL EXPERIENCE****Quarry Luxury Stones Pvt. Ltd****May 2018 – Feb 2019**

**Designation: HR Associate**

<b>Description</b>	Handled recruitment and Talent Acquisition for the company along with employee engagement and operations related activities
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Talent Acquisition/recruitment lifecycle from sourcing, screening, selection to negotiation with candidates, extending offers &amp; post offer follow up</li> <li>Scheduled and facilitated interviews via phone or in-person along with managing the process</li> <li>Maintained details &amp; reports about the different HR processes like the interview, joining &amp; exit</li> <li>Maintained and developed pipeline of eligible candidates for current and future open positions</li> <li>Continuous comprehensive review &amp; upgradation of the process, system, and policies to ensure smooth HR processes</li> <li>Contacted vendors, organized stock and equipment, ordered supplies and followed up with vendors until job completion</li> </ul>

**INTERNSHIP EXPERIENCE****SX Sports Private Limited****Management In Practice****April 2017 - May 2017****Project Title: Employee Engagement Activities and Rewards and Recognition**

<b>Description</b>	Understand and analyze the business model of Zeven and suggest possible ways of improving employee engagement practices and bring changes in reward policy, making the workflow process more effective and efficient
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Analyzed opportunities for Zeven as a play consultant to corporates and suggest changes to increase <b>employer branding</b></li> <li><b>Designed and developed</b> new ideas for <b>employee engagement</b> activities of which some suggestions were accepted for implementation. E.g. Provision of coaching and training, clarification on goals and responsibilities and perks to boost physical and mental wellbeing on the job</li> <li>Investigated shortcomings at Zeven's retail store for employee wellness purposes and analyze causes of <b>high attrition</b>. E.g. High competition from sports brands in the same area</li> <li>Analyzed the current <b>rewards and recognition policy</b> of the company and evaluated new measures for <b>employee motivation</b></li> </ul>

# KASHMIRA NAGAR

HR

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## Courses

Competency Mapping and Talent Acquisition	Learning and Development	Performance Management
Strategic HR and HR Planning	International HRM	Compensation Management
HR Analytics	Employee Relations	HR Management

## PROJECTS UNDERTAKEN

Competency Mapping	<ul style="list-style-type: none"><li>Undertook role set based competency mapping to map competencies of a middle level role by understanding their activities and reporting relations. Evaluated technical and behavioural competencies and generated behaviour indicators for the same</li></ul>
Consumer behaviour	<ul style="list-style-type: none"><li>Executed a study on Ready-to-Eat items to understand the situational influence in the process of decision-making and buying behaviour of these items. E.g. Sense of urgency, product shelving, visual merchandising and staff support.</li></ul>
Campus engagement program for RANDSTAD	<ul style="list-style-type: none"><li>Developed strategies for campus hiring and improving Employer Branding</li><li>Designed employee engagement plans: Pre &amp; post offer for the new joiners</li><li>Devised communication templates for Talent Acquisition team</li></ul>

## ACHIEVEMENTS

Academic	<ul style="list-style-type: none"><li>Certified by CAMI as compensation and benefits manager by Middle Earth HR consulting</li><li>Attended Workshop on Assessment Centre and emotional Intelligence</li><li>Certified in advanced google analytics, e-commerce analytics and google tag manager fundamentals</li><li>Certified in "Competency Mapping" by T.V. RAO LEARNING SYSTEMS PVT. LTD.</li></ul>
Extra- Curricular	<ul style="list-style-type: none"><li>Volunteered for animal shelter organization, "Jeev Aashraya"</li><li>Participated in basketball and chess in the Annual Sports Event (SPEED '17) at TAPMI</li><li>Participated in cultural competitions held by the Cultural Committee in 2016 at TAPMI</li></ul>

## ACADEMIC QUALIFICATION

PGDM	2018	T A Pai Management Institute, Manipal	60%
B. Com	2015	University of Lucknow	62.65%
Class XII	2012	I.S.C	83.83%
Class X	2010	I.C.S.E.	79.14%

## INTERESTS & HOBBIES

Cooking, sketching and volunteer work