





# KARTIYANI ANANT CHOUDHARI

Manager Human Resource

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  Nashik, Maharashtra, India- 422009

## Objectives:

To Achieve prestigious designation in reputed organization where I get opportunity to prove my potential. Able to work with a team or as an individual contributor.

## Skills:

- Recruitment
- Learning & Development
- Induction & On Boarding
- Leave & Salary Management
- Employee Engagement Activities
- Policy Formation
- Performance Review & Appraisal
- Facility & Mobility Management
- Exit Formalities
- Computer - MS Office Suite, ERP-ORC
- Communication Skills

## Education:

- Bachelor of Commerce

ISBM University| Human Resource Management

## Projects Handled:

- **Training and development:** This is the Key responsibility of HR, helping employees to develop new skills, improve existing ones and become more competent.
- **Employee retention campaigns:** Undertaken this Project to understand why employees are quit and gather insights from employees.
- **Performance management:** Ensure employees settle in, monitoring their attendance and performs evaluations.
- **Recruitment:** The root activity, this is the goal to find the right candidates and check if they have the desired capabilities.
- **Onboarding:** Being the HR manager dictating a proper work flow for new hires is the first responsibility in onboarding task.
- **Change management:** Implementing our skillsets when there are major changes in the management, it is the most critical project to achieve the success within an organization.
- **Employee engagement:** The best way to give happier and more productive employees, reduce the work stress, quality work, reduced turnover and higher profits.
- **Diversity and Inclusion Initiatives:** worked on diversity, inclusion, equity and belonging.
- **Ethics and social responsibility:** Taken care of the ethics and policies that are to be followed by the employees in the company.
- **Operations management:** Implementing a new inventory management system, streamlining customer service processes or upgrading IT infrastructure.
- **Bulk hiring and Campus drives:** To complete the target in given TAT taken and organized several drives.

## Work Experience:

### Emerson Engineering Export Centers, Nashik

**Role:** - Talent Acquisition Specialist| June 2024 – Til date

- Creating Job Requisitions with help of hiring managers, taking actions on them, rolling out offer letters through HCM and closing the requisitions for the designated profiles.
- Work closely with hiring managers to determine recruitment needs and develop a hiring strategy for each role
- Identify, attract and source hard-to-find passive talent using different niche sites/channels such as LinkedIn and other social media
- Prepare job descriptions, manage postings on Fuel’s career website as well as other relevant posting websites
- Update the Applicant Tracking System (ATS), coordinate background verifications aligned with company processes and manage all follow-up communications

## Personal Details:

DOB: 23<sup>Rd</sup> Aug 1984

Marital Status: Married

Language Known:

English | Hindi | Marathi

- Prepare and process hiring documentation in collaboration with the Human Resources department
- Maintain and promote company policies and procedures pertaining to the recruitment process established
- Research and participate in the most relevant career fairs, local job fairs and professional events to support the Fuel Brand and growth plan
- Implement brand confidence and retention practices amongst newly recruited talent
- Continually identify new opportunities for key process improvement initiatives that help improve the recruiting strategy at Fuel
- Foster and maintain professional relationships with existing employees.

### *Alpha Bio Products, Nashik*

*Role: - Manager, HR & Operations | Jan 2023 – Oct 2023*

### *Newchem Sunraysia Pvt Ltd, Nashik*

*Role: - HR Manager | Feb 2022 – Dec 2022*

### *Sanshiv Industries Pvt.Ltd, Nashik*

*Role: - HR Manager and Personal Assistant to M.D.  
| Feb 2021 – Jan 2022*

### *Creative31 Minds Pvt Ltd. Thane*

*Role: - HR recruiter and BDM | Nov 2019 – Jan 2021*

### *Mcclube Asia Pvt Ltd. International, Nashik*

*Role: - HR and Admin Officer | Jan 2005 – Jan 2008*

### *Plexus International, Nashik*

*Role: - Customer Service Executive (Voice process) |  
May 2003 – Nov 2004*