

## Pooja Jain

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### Professional Summary

HR Professional with the Experience of 10 years in (IT and Non IT) Forward-thinking individual with refined interpersonal and multitasking skills. Looking to join a progressive organization as a human resource specialist to provide high end administrative support in the human resources department.

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### Professional Organization

#### Brands Group

June 2023- till date

#### Designation:

Sr.HR Manager

**Responsibilities:** Overall HR functions of the Organization which includes the following

File the MP Government Tenders and GEM Tenders as and when require by the Company.  
Posting and managing job listing on all major sites like Naukri, LinkedIn, Monster & other Social sites.

Evaluated employee onboarding programs and presented strategic improvement recommendations to upper management.

Updated training processes by reviewing existing documentation, leveraging feedback from associates.

Devised hiring and recruitment policies for employees in the company.

Coordinated technical training and personal development classes for staff members.

Maintained payroll and benefits for employees.

Motivated employees through special events and incentive programs.

Facilitated onboarding sessions and on-the-job training for new hires, bolstering employee job position knowledge and skillset.

Coordinated employee grievances and disputes in timely and professional manner by finding constructive solutions.

Streamlined recruitment processes for improved efficiency in hiring top talent.

**WorkStreet (IT Service Company)**

**Sep2021 – Dec-2021**

**Designation:**

Sr.HR Manager

**Responsibilities:** Responsible for core (IT) recruitment functions of the Organization which includes the following:

- Responsible for hardcore end-to end recruitment.
- Handling a team of enthusiastic smart employees.
- Specialized into core functioning of Human Resources concept & looking after Client Management.
- Scouting for new talents using variety of methods ( including jobsite, online database, internal database, employee referrals)
- Posting and managing job listing on all major sites like Naukri, LinkedIn, Monster & other Social sites.
- Qualifying resumes and conducting/ setting up preliminary interview of candidates using telephone and/or video calls.
- Search for the right candidate as per the requirements.
- Arranging and coordinating the interviews with the end clients.
- Managing interview schedules and collecting feedback on time, and conducting.
- Preliminary reference check and coordinating offer letters by working with Management.
- Understanding the salary requirement of the candidates and facilitating negotiating compensation to Maximize profit margin of the Company.

**Dzaro Solutions (IT Service Company)**

**March 2021 – August-21**

**Designation:**

Sr.HR Executive

**Responsibilities:** Responsible for core (IT/US IT) recruitment functions of the Organization which includes the following

- Handling end-to-end recruitment & selection process.
- Scouting for new talents using variety of methods ( including jobsite, online database, internal database, employee referrals)
- Posting and managing job listing on all major sites like Naukri, LinkedIn, Monster & other Social sites.
- Qualifying resumes and conducting/ setting up preliminary interview of candidates using telephone and/or video calls.
- Search for the right candidate as per the requirements.
- Arranging and coordinating the interviews with the end clients.
- Managing interview schedules and collecting feedback on time, and conducting.
- Preliminary reference check and coordinating offer letters by working with Management.

- Understanding the salary requirement of the candidates and facilitating negotiating compensation to Maximize profit margin of the Company.
- Team Handling and Client Coordination.

**BAIF Development Research Foundation**

**June 2015 - March 2016**

**Designation:**

HRD Officer

**Responsibilities:** Overall HR functions of the Organization which includes the following

- Scrutinize and shortlist bio-data of candidates against vacancies for technical & non-technical positions, in coordination with CPC and with the Project officer as and when required and will organize the interview.
- Issue offer letter to selected candidates and complete their joining formalities in time. Verify documents of candidates as proof of their age, qualification, and experience etc. and get them self-attested by candidates.
- Prepare dossiers with all relevant documents.
- Induction of new employees.
- Issue appointment letters, confirmation letter, appraisal letters, salary certificates, circulars, notices, transfer/ shifting order etc.
- Issue Experience certificate/ relieving certificate as per requirement of employees.
- Prepare and maintain attendance registers /movement registers and leaves record of all staff of BAIF.
- Managing Compensation & Benefits for the entire organization.
- Advising and consulting the management and employees regarding interpretation and application of policies, programs and issues.
- Formulating Salary / PF and ESIC of all the employees.

**Associated with Delhi Public School, Neelbad, Bhopal**

**August 2013 - October 2014**

**Designation:**

Human Resource Executive

**Responsibilities:** Overall HR functions of the Organization which includes the following

- Issue appointment letters, confirmation letter, salary certificates, circulars etc.
- Issue offer letter to selected candidates and complete their joining formalities in time. Verify documents of candidates as proof of their age, qualification, and experience etc. and get them self-attested by candidates.
- Induction of new employees.
- Prepare dossiers with all relevant documents of the Teaching and Non-Teaching Staff.
- and leave records of all the employees (Teaching and Non-Teaching Staff and Contract Labor.
- Issue Experience certificate/ relieving certificate as per requirement of employees.
- Formulating Salary / PF of all the employees (Admin & Non admin) staffs.

**M/S Noslar International Limited, Mandideep, Bhopal**

**Nov 2011 - July-2013**

**Designation**

Sr. Officer HR

**Responsibilities:** Overall HR functions of the Organization which includes the following

- Formulating HR Policies and timely review of the same
- Handling Attendance of Savior Attendance Systems (Manager/Staff & Regular employees) & Workers
- Managing Compensation & Benefits for the entire organization including Managers, Workers, staff and Contract Labor.
- Advising and consulting the management and employees regarding interpretation and application of policies, programs and issues.
- Training and Development:
  - Introducing new Training techniques/aids after deep research through various online/offline sources to keep abreast with standards
  - Organizing and conducting training and development programs in association with the External/ Internal Trainers and Consultants.

**Isomatrix HealthCare Ltd, Bhopal**

**Nov 2007 - July-2011**

**Designation:**

Sr. Officer HR

**Responsibilities: Human Resources Intern-----** Responsible for the continuing educational training and certification of new and experienced employees.

- Prepared presentations and manuals.
- Trained employees regarding new and more efficient ways to perform their jobs.
- Visited branch offices to complete the selection process.
- Developed and conducted training classes.
- Prepared training materials.
- Monitored, evaluated, and counseled staff. Designed and implemented employee incentive programs to increase productivity and customer satisfaction.
- Provide proper compensation and payroll management with the complete job analysis reports.
- Offer adequate Salary administration management and proper personnel documents divisions.
- Applied the reputed methods of job appraisal and executed HRIS exchange.
- Took necessary steps for enhanced staff enrollment sources and internal as well as outer placement.
- Offered counseling to the other staffs if needed.
- Take necessary steps for development and implementation of new policies.
- Take the leading part in various parts of payroll management, recruiting and training with adequate labor relationship.
- Supply proper personnel administration system to assemble both the management and worker requirements.

- For ensuring policy acquiescence with various factors like applicable bills, rules and regulations worked out lots of discussions with the company chairman, supervisors and managerial staffs.

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### Academic Qualification

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Degree	Passed out Year	College/University	Specialization
MBA	2007	Barkatullah University, Bhopal	Human Resources Management
B.Com	2003	Barkatullah University, Bhopal	Computer Application
Higher Secondary	2000	M.P. Board	Commerce
Technical Qualification	2019	Makhanlal Chaturvedi University	PGDCA

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### Skills Profile

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#### Technical

Operating System	Windows
Tools & Utilities	Chat GPT, AI, Quilgo, Zoho, Google Sheet, Pagar Book, ZKONE (Attendance Software), FOXPRO, ERP/E-PAY SYSTEM, SAP, ROMA, ERONET, ISSUETRACKER, MS OFFICE, SEROSOFT

#### Functional

Management and Leadership Skills	Team Leader, Client Communication, Resource Management, Recruitment (B2B,C2H), Excellent Communication, Team Management, Friendly, Positive Attitude, Dependable and Responsible, Analytical Thinking, Verbal Communication Fluent in English and Hindi, Team building.
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**Personal Information**

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Father's Name: Late Shri G.S. Vishwakarma

Mother's Name: Smt. Savita Vishwakarma

Spouse Name: Mr. Nikhil Jain

Date of Birth: 31<sup>st</sup> March

Gender: Female

Language Known: Hindi, English

Marital Status: Married

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**Declaration**

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I have declared that the above-mentioned information is correct to my knowledge & I bear the responsibility for the Correctness of the above-mentioned particulars.

**Pooja Nikhil Jain**