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Seeking assignments in Human Resource with a growth oriented organization of repute

Career Objective:-

To be a proactive learner and climb the ladder of success through hard work and dedication

PROFESSIONAL SYNOPSIS

- + **MPM with 8+ Years** of experience in the field of HR Generalist, HR-Recruitment & Selection.
- + **Worked with Lee & Nee software Ltd. As Senior HR Manager Kolkata.**
- + Worked with Prudential Infotech, **Pune** as **Branch Manager**.
- + Proficient in Hard Core Recruitment-IT Industry
- + An effective communicator with excellent relationship building & Strong interpersonal skills.
- + Strong analytical, problem solving & organizational abilities.
- + Highly dedicated, organized, motivated team player.
- + Handling end to end operations and dimensions pertaining to the recruitment. - Work with various business leaders; understand business needs in specific technologies. Build and implement sourcing, selection and networking strategies to hire in a cost effective and efficient manner.
- + Well organized with a track record that demonstrates self-motivation, creativity, and initiative to achieve professional goals.
- + Confident, aggressive and possess a positive go-getter attitude.
- + Leadership capabilities combined with excellent planning, coordination, problem solving capabilities and escalation handling
- + Extremely focused & concentrate solely on my goals & plan ahead to achieve Targets.

AREAS OF EXPERTISE

- + Expertise in Screening, Short listing, Recruiting
- + Client Interaction
- + Posting job requirements in all Job sites.
- + Recruitment of Employees as per Client Specifications.
- + Processing the candidatures online and conducting preliminary screening of candidates
- + Interacting with the candidates to ensure the suitability and interest of the candidate for the requirement.
- + Short-listing profiles based on parameters set by the client and our quality standards
- + Conducting telephonic interviews.
- + Presenting candidature report by analyzing the suitability of candidate's w.r.t capabilities, interests, and negotiating the CTC.
- + Sourcing resumes from subscribed sites, existing database and through other resources
- + Head Hunting from target companies.
- + Hardcore Referencing/ Internal reference.
- + Screening from job portals.
- + Job Posting on portals.
- + Mass Mailing.
- + Personal Networking.

Employment Graph with Noteworthy Accomplishments

Worked with Lee and Nee Softwares Exports Ltd as Senior HR Manager from May 2016 to November 2017.

Roles and Responsibilities:-

Take care of end-to-end recruitment cycle - sourcing, walk-ins and offer negotiation.

- **General Activities - Joining formalities, Induction, Exit formalities.**
- **Employee Relations - Resolving workplace issues and handling employee grievances**
- **Maintain employee records**
- **Prepare MIS reports**
- **Leave Management - Attendance tracking and leave management**
- **Conduct employee engagement activities.**
- **Maintain employee records**

Worked with Prudential InfoTech as Branch Manager from December 2012 till November 2014

- + Handling end to end recruitment Process.
- + Interaction with the customers
- + Execute the work in the team as a lead.
- + Sourcing - through networking, usage of various job portals and existing database.
- + Poaching the talent resources from the targeted companies.
- + Taking an initial telephonic screening with candidate, Scheduled the interview.
- + Making the candidates understand standards of the organization and convincing them for contract or Permanent Positions and making them join
- + Preparing and maintaining the daily and monthly report.
- + Gained rich experience in finding out matching resumes for client's complex Technical requirements and thereby interviewing the candidates over phone, understand their skill set, comfort ability towards the client requirement, communication skill, check their availability and Short listing the resumes and thereby negotiating rates /salary with them.
- + Maintaining existing Customers and Bringing New customers on Board

Worked with Architect SAP Solution as Senior HR Recruiter from December 2011 till December 2012

About Architect SAPSolutions: -

Architect SAP Solutions is a boutique SAP solutions provider specializing in SAP ECC, HR and SCM, with special expertise in SAP NetWeaver. Using a judicious mix of onsite and offsite consulting, we leverage our offshore development center to bring cost savings to our European and North American customers for SAP outsourcing and off shoring services.

Founded in 2007 by key SAP Principal Consultants, we provide niche consulting services across the SAP Business Suite. Our core competence is to enable customers to streamline their SAP deployment and fully leverage the SAP products/licenses bought by them to support new business requirements.

Roles and Responsibilities: -

Responsible for smooth functioning of end to end IT Recruitment process.

- + Working as an Individual contributor role and closing all open positions within given time line
- + Sourcing profiles from various recruiting sources like: - Company database, Job Portals, Employee Referrals, LinkedIn, and through own network while ensuring minimum Recruitment cost.
- + Arranging and Conducting written tests for entry level candidates.
- + Scheduling & coordinating In person, Webcam and Telephonic interviews between candidates & Panel members on weekdays & Weekend In-house drives
- + Final level of CTC negotiation to ensure they are within budget as per company standard.
- + Make sure candidates documents are on place & run through with Quality Team and get their go ahead.

Worked with Ivtisse Technologies as HR-Consultant from March-2010-Till November 2011

About Ivtisse Technologies:

Ivtisse Technologies is a CMM level 4 Company into Software Solutions & Services. Its a sister Concern Company of RSB Global Services.

Ivtisse Technologies is a leading provider of high-end, quality business technology solution and services. We at Ivtisse, ensure that our customers. IT environment deliver the high standards of availability and efficiency their business demands. As our name suggests, we help accelerate the speed of your business. One of the traditional core competencies lies in packaged solutions such as SAP, JD Edwards and Oracle E-Applications. In addition, it offers comprehensive range of cost-effective and powerful business application and management solution. Ivtisse is also into staff augmentation for different clients

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- + Gained rich experience in finding out matching resumes for client's complex Technical requirements and thereby interviewing the candidates over phone, understand their skill set, comfort ability towards the client requirement, communication skill, check their availability and Short listing the resumes and thereby negotiating rates /salary with them.
- + Gained rich experience in working with almost all various IT skills sets like SAP, Testing, Data warehousing, Mainframe, PeopleSoft, JD Edwards, Oracle applications and Databases, almost with all Programming languages etc.
- + Recruited from Junior to senior level positions like Analysts, Business Analyst, System Specialist, NT administrator, DBA, QA Tester, ETL Specialist, Technical Writer, Functional and technical consultants, Team Leads and Project Managers till Architects levels.
- + Sharing that report with seniors on daily basis and for every performance review
- + Assist the HR in releasing the offer & helping the candidate understanding the procedures and formalities of offer and the company
- + Follow-up with short-listed candidates from client end, checking their availability for telephonic and face to face interview scheduling it in coordination with client. Once done with the interview, collect feedback from client side and negotiate salary/rates and follow-ups with candidates and hand hold till joining.

Worked with Prudential Consultants as HR-Recruiter from September 2007 – March 2010

About Prudential Consultants/ Infotech:

Prudential Group was founded in 2003 in Pune. Prudential Infotech Group made its way in India through large-scale talent job fairs in Local cities also like Bangalore, Pune, Delhi, Mumbai, Chennai and Hyderabad. We provide talent management solutions across a number of verticals and cater to a range of clients from young dynamic companies to Fortune 500 companies. With recruitment clients based in India, Middle East & Singapore, we provide distinctive on-demand, cost-efficient and integrated recruitment to clients.

Prudential Infotech is one of the fastest growing company in Web Designing, SEO and recruitment consultancy providing comprehensive solutions to its clients.

Salient Responsibilities:

- ✚ Screen, Shortlist and evaluate candidates.
- ✚ Handled the entire recruitment process which involves co-coordinating & working with various job portals
- ✚ Schedule interviews for short-listed candidates for technical and non-technical positions
- ✚ Provide suitable candidates with client requirement on the basis of job specifications.
- ✚ Validate, brief & prepare the candidates for client requirements
- ✚ Interact with Clients on daily basis to coordinate and understand the requirements from them
- ✚ Arrange & co-ordinate interviews after Screening them as per company requirements.
- ✚ Generated and maintained a good database to respond to future needs of the clients.
- ✚ Thoroughly understand the organizational structure, system and requirements of IT & Non IT companies and brief candidates about the company.
- ✚ Developed a database through direct recruiting / candidate referrals.
- ✚ Utilized internet to recruit, screen and hire suitable candidates on local bases.
- ✚ Conducting reference checks & background verifications when asked for
- ✚ Managed Walk in interview
- ✚ Represented the client in the salary negotiation process.
- ✚ Ensured joining of the Candidates
- ✚ Assist the finance team in collection of the payments in given time line
- ✚ Preparing daily, weekly and monthly MIS
- ✚ Preparing invoice and raising the invoice to the clients
- ✚ Handling a Team
- ✚ Bringing New Clients on Board

Field of Interest

I would like to serve in an Organization where I can utilize my skills to promote Organization Development and individual growth

Educational Credentials

- ✚ MPM (Human Resource), Indsearch, Pune University
- ✚ B.COM, SSLNT College, Vinoba Bhave University
- ✚ Certification Course in Chinese language (1st level) from Symbiosis Institute of Foreign Languages

Summer Project

- ✚ Company Tata Steel, (Jamadoba) JHARKHAND
- ✚ Duration One-month
- ✚ Subject Impact of Rightsizing on Productivity.

Summary

- ✚ In-depth study of manpower planning of their two division, study of various measures which were adopted for rightsizing of human resources in TATA STEEL
- ✚ Suggested methods and processes to improve the production
- ✚ Did analysis of rightsizing of manpower and its limitation

Co-curricular activities:-

- ✚ Participated in drama competition in college
- ✚ Undergone one year training in classical singing
- ✚ Participated in Debates at school level
- ✚ Participated in Speech Contest in college
- ✚ Participated in Poetry recitation at school level
- ✚ Took part in environmental peace rally

Awards and Achievements:

- ✚ Participated and won first prize in writing competition
- ✚ Participated and won first prize in group Elocution contest
- ✚ Participated and won first position in kabadi match

General Personal Strength:-

- ✚ Initiator
- ✚ Hardworking
- ✚ Good communication skills
- ✚ Communication and presentation skills – Quite assertive
- ✚ Outgoing, friendly and approachable

WHAT I HAVE TO OFFER TO YOUR ORGANIZATION?

- ✚ Professional discipline & Commitment.
- ✚ Ability to work in teams with people from diverse backgrounds.
- ✚ Ability to work under pressure-situations and deliver consistently.
- ✚ Willingness to travel & explore new avenues.

Personal

Nationality: Indian
Marital Status: Married
Language Known: English, Hindi
Hobbies: Reading Novel, newspapers, Magazine
Interacting with people,
Listening to Music
Watching cricket and movies

This is to certify that the above information's is true and correct to the best of my knowledge.