

Mayuri Barve

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Experience in Human Resources (Recruitment, Employee Engagement, Database management & HR Operation)
Supportive team player dedicated to streamlining the process and efficiently resolving employees' issues.

WORK EXPERIENCE

Total Experience - 6 Years

Siemens Digital Industries Process Automation - On Payroll of Randstad Sourceright

Talent Acquisition Specialist.

Navi Mumbai, Dec 2021 till now.

- As a Recruitment task working closely with recruiters to manage sourcing, interviewing, and team development initiatives.
- Handling end-to-end recruitment (IT & Non-IT roles)
- Scheduling interviews with the panel through Microsoft Teams
- Coordinate with the different stakeholders, TA, and Delivery for faster fulfillment.
- Keep track of recruiting metrics (e.g., time-to-hire and cost-per-hire, TAT).
- Database management through Applicant Tracking System called Avature.
- Handling 2 team members & multiple recruitment consultants for niche hiring.
- Research and choose job advertising options.
- Recommend ways to improve our employer brand.
- Coordinate with department managers to forecast future hiring needs.
- SPOC for weekly/monthly review with Business Head & Stakeholders for the recruitment process.

Sarla Advantech Pvt Ltd. (ATS Global Group)

HR Officer

Navi Mumbai, July 2018 to Nov 2021.

- **End to End Recruitment** - Involved in the whole array of recruitment that embraces Gathering the requirements from various hiring managers and business units, Sourcing, Screening, and interview coordination between the hiring manager and candidate, Salary negotiations, Parity approval, releasing offer letter, Follow-up with the selected candidates till they join. Also, coordinate with vendors/institutes / Colleges for respective hiring.
- **On-Boarding Formalities** - Responsible for On-Boarding Formalities which include Documentation, Biometrics for Attendance, Induction, Allocation of Laptops, Desk and ID Cards, Floor Meet (Introducing new Joined to all), Introduction with Stakeholder & Business Head, arranging product training (if required).
- **Employee Engagement & Grievances** -
 1. Arranging "Sharing & Caring session" on Saturdays, Events & Festival celebrations
 2. 30-60-90 Track
 3. Business Meet through Office outings, Team Lunch, or by visiting the office (Ahmadabad & Bangalore).
 4. Modify & execute the policy on the floor.
- **Compliance Management**- Responsible to share compliance with customers on monthly basis through ZOHO CRM (Attendance & Wage Sheet, PF & ECR File, PF, PT, ESIC Challan).

- **QMS, MIS & Meetings** - Shared Quality reports on a monthly basis to the QMS Team and maintained a database of employees. Keeping meeting minutes for future change.
- **Addition Activities** -
 1. Set a TAT for an open position.
 2. Laptop Procurement.
 3. Maintain License & employee expenses.
 4. Maintain monthly Attendance & Timesheet of onsite employees.

Achievement -

1. Certified as a "**Can Do Attitude**" for outstanding performance (**December 2019**).
2. Appreciated for setting an SOP for Recruitment which is approved by Business Head (**October 2019**).
3. Designed On-Boarding checklist.
4. SPOC for QMS Report.

Platoz HR Services

Recruiter

Thane, June 2017 - June 2018

- Understanding the brief of the client and the position required.
- Interacting with clients & fulfilling their recruitment needs.
- Unique expertise with sources and methods on numerous online resources [including, job boards (Monster, Naukri), social networks (Twitter, Facebook, etc.) professional networks(LinkedIn).
- Identifying quality candidates within the specified timeframe.
- Evaluating and short-listing candidates from Junior Level up to senior level.
- Organized and participated in recruitment drives.
- Screening and shortlisting candidates, maintaining the database, headhunting, and Schedule and coordinating interview.
- Maintaining a constant wire with the candidate and the client during the search process.
- Responsible for all junior to senior management profiles across various industries right from(IT, FMCG, Manufacturing & Engineering etc

Achievement -

- Got Appraisal in 6 months as the best performer (newcomer).

EDUCATION

P.G.D.M in Human Resource Management from Welingkar Institute of Management Development & Research in 2019, Mumbai, Maharashtra, India

Bachelor's in management studies Birla B.K. Birla College of Arts, Science & Commerce in 2015, Kalyan, Maharashtra, India.

PERSONAL DOSSIER

Address: Kalyan, Maharashtra - 421306

DOB : 04th October 1994

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and will be responsible for my candidature.

Ms. Mayuri Barve