




# SASWATI BATABYAL

## HUMAN RESOURCE PROFESSIONAL

### CONTACT

 +916372606403  
 job.saswati.profile@gmail.com  
 Pune,  
Maharashtra

### SKILLS

Microsoft office  
Interpersonal skill  
communication skills  
Screening  
Sourcing  
Talent acquisition  
Conducting interviews  
IT-Non IT recruitent

### EDUCATION

#### Bachelor of Sciences

**SG Womens College, Sambalpur  
University**

2011-2012

#### Bachelor in fine art

**Surnandan Bharati, Kolkata**

**PGDCA from Unitech India Ltd**

### LANGUAGES

English       
Hindi       
Odiya     

### PROFILE

A human resource professional ,Teacher And Artist . A dedicated and procreative individual having experience in IT and Non-IT recruitment both in-house as well as for clients. Seeking a best position to utilize my Knowledge , expertise as well as communication skills.

### WORK EXPERIENCE

#### HR Executive

**May 2022- Sept 2022**

**Ampcus Tech. Pvt.Ltd.Nashik, Maharashtra**

- Collaborate with hiring to write job advertisement for current openings.
- Advertise job opening on career page of company, job boards and social networks(LinkedIn etc.).
- Design and implement employee referral program.
- Source candidates through online channels (professional networks, portfolio sites etc.).
- Screening of resume and applications and update candidates on hiring process.
- Interview candidates during various hiring stages.
- Report to hiring managers or Hr managers on the status of open positions.
- Evaluate candidates on basis of their assignments and interview performances.
- Determine qualification criteria for each position.
- Update job descriptions(e.g. Add task or modify requirements).
- Provide interview feedback when necessary and appropriate.
- Participate in job fairs to boost companies reputation.
- Help new hires for on-boarding.
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#### Unit manager

**March 2017- Sept2017**

**ICICI prudential company ltd.**

- Identify & recruit the right quality advisors to build a strong advisor base.
- Provide training on products, business processes and selling techniques continuously .
- Provide assistance to advisors in lead generation, prospecting and business development.
- Ensure that advisors provide the right financial solutions to customers as per need analysis and they adhere to required business processes and norms.
- Achieve the business target each month for generating new business and advisor recruitment.
- Ensure the selling through a team of advisors is aligned to all business quality metrics.
- Be the first point of contact for the customer to authenticate the concerns raised and validate with authorities