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PURVI NAGAR

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- Talent Management
- Recruitment & Resourcing
- Performance Management
- Training & Development
- Employee Welfare
- Employee Induction & Orientation
- Employee Engagement
- Payroll
- Competency Mapping

SUMMARY

A Progressive & Development oriented **HR Generalist with years** of effective experience & meritorious in **handling HR as an organizational catalyst**. Spearheaded HR processes, practices, policies & people management & organizational skills during the tenure. An enabler with resultant effectiveness to the organization, people development & overall business success. Have rich expertise in HR, served various industries (IT, Construction Equipments, FMCG & Manufacturing).

PROFESSIONAL SUMMARY

Recruitment Manager (Virtual Assistant)

PARAGON EUROPE

September'22 to till date

Reporting to: Scrum Master

Job Responsibilities:

- Planning and ensuring budget friendly talent acquisition process through various sources Job posting on job portals, LinkedIn, Facebook and other social media platforms.
- Sourcing candidates, screening and conducting group Interview with the recruitment team.
- Leading a team of 5 recruiters working from various countries.
- It is a Project of off-shore recruitment so working in UK shift with flexible timing.
- Conducting team meetings when required for understanding of positions and resolving queries of team mates.

Talent Acquisition Networker

FREELANCER.COM

May'22 to August'22

Reporting to: Team Lead

Job Responsibilities:

- I was handling pilot Project of HP for Mumbai and Pune for hiring of Laptop Service Engineers and Service Delivery Managers.
- Sourcing candidates from various sources like LinkedIn, Indeed, Facebook, Instagram, OLX, Justdial, free Job Boards.
- Screening candidates and scheduling Google meet Interviews with them, helping shortlisted candidates to create profile on freelancer.com and complete verification process.
- Maintaining recruitment database in the specific formats on Google drive.

Freelance Recruiter & HR Consultant**FREELANCING PORTALS (UPWORK / FIVVER / FREELANCER)****March'21 to April'22**

I have been working as a Talent Networker and Account Manager for some IT and Non-IT Projects . These Projects includes recruitments for some big companies including Infosys (through Awign Enterprise), Tata Elxsi, Robert Bosch and Ficos India Ltd.(through Lejhro & myworth). I have been working for HR Consultancy on some domestic Projects like Lejhro , Allgrow Technologies , DGB Foods pvt.ltd. for designing Recruitment processes, HR Policy creation, Employee data management and Performance Management process design.

Manager - HR**HITAISHIN INFOTECH PVT. LTD., INDORE (M.P)****March'18 to February'19****Reporting to:** Managing Director**Job Responsibilities:**

- *Planning and ensuring budget friendly talent acquisition process through various sources (Campus Drives, Walk-Ins, Job posting on job portals, LinkedIn, Facebook and other social media platforms), designing various test modules including Machine Tests for technical evaluation process.*
- *Gather and analyse data with useful HR metrics, like time to hire and employee turnover rates*
- *Conducting Employee onboarding and help organize training & development initiatives.*
- *Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.*
- *Designing training calendar and organizing Training & Development programmes as per the requirement.*
- *Promote HR programs to create an efficient and conflict-free workplace.*
- *Participated in Project Management process for performance analysis of resources.*
- *Streamlining Performance Evaluation process by introducing and executing monthly performance evaluation.*
- *Organizing Employee Engagement activities (Birthday, work anniversary celebrations, Saturday fun activities, outings etc.)*
- *Managing monthly compensation and payments.*
- *Office Administration, Vendor Management, negotiations*

Manager – HR & Training**SFA TECHNOLOGIES PVT. LTD. , INDORE (M.P)****March'16 till March'18****Reporting to:** COO**Job Responsibilities:**

- *End-to-end Recruitment (Campuses, Job Fairs etc.)*
- *Employee Induction & Orientation*
- *Payroll Management*
- *Training & Development (Seminars, Workshops, Techathons etc.)*

- *Documentation CMMI – Level 3 Appraisals as an Internal Quality Auditor/SEPG Head for CMMI Organizational Documentation for CMMI*

Sr. HR Executive

ISC SOFTWARE PVT. LTD. (CORECARD SOFTWARE, ATLANTA U.S), BHOPAL (M.P)

March'14 till October'15 (1.7 Years)

- *Performance Management*
- *Statutory Compliances (EPF , Medclaim, Insurance, Gratuity)*
- *Employee Engagement Activities*
- *Employee Grievance Handling*
- *Employee Welfare Program*

Assistant Manager HR & Admin

Reporting to: HR Head

Job Responsibilities:

- *Recruitment and Selection (Campuses, Job Portals, Walk-Ins, sourcing from Professional Networking sites, Social Media, Adds)*
- *Employee Induction & Orientation*
- *MIS*
- *Payroll Management –*
- *Training & Development*
- *Performance Management*
- • *Statutory Compliances (EPF , Medclaim, Insurance, Gratuity)*
- • *Employee Engagement Activities*
- • *Employee Grievance Handling*
- • *Employee Welfare Program*

UNITRADE EQUIPMENTS & SERVICES PVT. LTD. (L & T Constructions , EICHER , Doosan Dealers), BHOPAL (M.P)

July'12 till February'14 (1.7 Years)

Reporting to: Managing Director

Job Responsibilities:

- *Manpower Planning, Recruitment*
- *Employee Induction & Orientations*
- *Employee Exit Interviews*
- *Payroll Management*
- *Training and Development*
- *HR Policy development & Execution*
- *HR Audit preparations by verifying the documentation and processes.*
- *Performance Appraisal,*
- *Employee Welfare & Employee Engagement*
- *Regular visits to all the Branches*

Office Administration:

- Travel Arrangements, Office Expense Management, Maintenance activities etc.

HR Executive**SHIVAM WATER TREATERS PVT. LTD., AHMEDABAD (GUJ.)****July'09 till December'11 (2.5 Years)****Reporting to:** Managing Director**Job Responsibilities:**

- End to end Recruitment, Employee Induction & Orientations, Salary Administration, Employee Exit Interviews, Training & Development, Employee Engagement, PMS, MIS Compliance Management (EPF, ESIC, Insurance etc), Employee Welfare activities management
- Updated Employee recruitment policies.
- Designed structured induction plan
- Designed and implemented Performance Appraisal System.

Counsellor**BRAINSMITHS EDUCATION CENTER, INDORE (M.P)****Sep'06 till Sep'07 (1 Year)****Reporting to:** Centre Head**Job Responsibilities:**

- Confer with parents or guardians, teachers, other counsellors, and administrators to resolve students' behavioural, academic, and other problems.
- Counsel students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning.
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
- Evaluate individuals' abilities, interests, and personality characteristics using tests, records, interviews, and professional sources.
- Provide information to businesses regarding human resource and employment issues.

EDUCATIONAL BACKGROUND

Period	Course	Institute	Percentage
2007-09	MBA (HR)	Maharaja Ranjit Singh College of Professional Sciences , Indore (M.P)	70 %
2004-06	MSc. (EC)	School of Electronics , D.A.V.V , Indore (M.P)	83 %
2001-04	BSc. (CS)	Holkar Science College , Indore (M.P)	73 %
2001	Std XII	Kopal H. S School , M.P Board , Bhopal (M.P)	75%
1999	Std X	Anand Vihar School , M.P Board, Bhopal (M.P)	70%

SUMMER INTERNSHIPS/LIVE PROJECTS

Internship, Bharti Airtel, Indore September 2008	<i>Learned basic HR Functioning in HR-Dept. like Recruitments , Exit Interviews , FNF , Performance Appraisal , Gallop Survey etc.</i>
Center for Advanced Technology (CAT) , Indore Sep 2006- Feb 2007	<i>It includes a 3-month Project in Magnet Development Lab. Project topic was ‘ B-H Curve Tracer ’</i>
Effectiveness of Performance Appraisal System of Bharti Airtel	<i>It was a sort of survey from the employees of Airtel through Questionnaire for finding out effectiveness of existing Performance Appraisal System.</i>
Home Automation System (Micro – Controllers)	<i>This project is based on 8051 Micro-controller.</i>

CERTIFICATIONS

- **SIX SIGMA** White Belt Certification.
- Assisting HR Managers of **ANAND RATHI** in a **JOB FAIR** organized by college.

KEY STRENGTHS

- Positive attitude, excellent at human relations and able to work under pressure and yet meet deadlines
- Possess organizational, planning, communication and analytical skills
- Confident, honest, result oriented and team leader
- Proven ability to quickly learn and utilize new methods, systems and procedures
- Good Team Player, patient and sincere

PERSONAL DETAILS

Husband's Name : Mr. Abhishek Nagar
Marital Status : Married
Languages : Hindi and English
Address : 252 – M, Vigyan Nagar, Indore (M.P)

This is to hereby inform you that the above-mentioned information is true to the best of my knowledge.

Date:

Place:

