

Kanika Bhambri (Manager-People&Culture,TARC Limited)

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SUMMARY & OBJECTIVE:

- Over 12+ years of Total experience in HR- Recruitment that includes man-power planning, recruitment, developing performance management system, developing employee welfare programs, identifying training needs and conducting training, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees.

Qualification:

- Bachelor of Commerce, 2016 from Delhi University.

EXPERIENCE SUMMARY:

Company Name	Position	Start Date	End date	Duration
TARC Limited	Manager-People&Culture	10 th April'23	Currently working	
Futurz Staffing Solutions PvtLtd.	Manager Recruitment (Joinedas Executive)	July 2011	18 th March 2023	11.3 Years
EQS Placements	HR Executive	April 2010	May 2011	1.2 Years

Current Organization: TARC Limited

D.O.J: 10th April 2023 to till Date.

Designation: Manager-People&Culture

Role & Responsibility.

- Building HR department from scratch to a corporate like structure.
- Handling a team of 5 and counting.
- End to End interview management and authorized to take a final call.
- Developing the HR plans and policies in conjunction with the company's over all development plan.
- Overall responsibility of man power planning and recruitment.
- Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
- Coordinating with finance department for processing of payments to employees.Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Developing and implementing employee welfare policies.
- Developing the exit process for the employees.
- Dealing with the final settlement of employees when they leave.
- Maintaining good internal communication within the company.

Previous Organization: Futurz Staffing Solutions Pvt. Ltd.

Duration: 11th July 2011 to 18th March 2023

Designation: Manager

(Joined as HR Executive then promoted to Sr. HR Executive, Team Coach, Team Lead, Asst. Manager and now working as a Manager)

Role & Responsibility.

- Managing a team of resources of Talent Acquisition, primary focus on End- to- End Recruitment Cycle mainly on Contract staffing (C2C, C2H) and Permanent Staffing for Non IT & IT requirements.
- Managed Bulk Hiring & Lateral Hiring for diversified industries (International BPO' s, BFSI, Travel & Tourism, Telecom, Hospitality, Ecommerce & Logistics, Entertainment, Sales & Marketing, Medical, Core IT etc).
- Responsible for Team Integration, coordination and Management SPOC for all the escalations within the scope of delivery.
- Training and mentoring new joiner's and team members for better performances.
- Responsible for team targets, individual targets, planning & strategizing career progression for the team also client and candidate satisfaction and Account Management for the team.
- Interact with clients to manage their outsourcing & direct hiring requirements.
- Planning and strategizing on yearly, quarterly and monthly basis and regularly review the same for clients and team members.
- Develop building and improving relationship with client on yearly basis.
- Handling all levels of positions with primary focus on entry level, senior level positions, client relationship management.
- Developed incentive plan for recruiters and motivate them to improve their rate of closure.
- Understanding the client's requirement, processing the requirement within a stipulated time frame.
- Planning of large scale recruitment that involves sourcing of quality profiles from databases, job portals, referrals, online advertising, and thorough networking.
- Administration & preparing reports.

Previous Organization: EQS

PlacementsDate: April 2010 to May 2011

Designation: HR Executive

Started my Career as a HR Executive.

Role and Responsibility: As recruiter.

- Responsible for End- to- End Recruitment Sourcing, Screening, short listing, mapping skills with existing requirements, interest check, scheduling interviews, final closure and regular follow up till pre and post joining of the candidates.
- Responsible for handling permanent hire positions with our clients.
- Responsible for following up for all recruitment related queries raised by account head and solved escalated issues.
- Maintaining track records of all the candidates.

IT Skill worked on:

- Java, J2EE, Core Java, API, Spring boot, Spring MVC, Java Full stack, Java application support
- Testing Requirements: Manual, Automation, Mobile testing, performance testing, functional testing
- Asp.net, VB.net, MVC, .Net fullstack
- SAP Modules: SAP ABAP, SAP FICO, SAP MM etc.
- Frontend: HTML5, CSS3, JQuery, JavaScript, Graphic designer, Illustrator, Visualizer
- Databases: MySQL, MSSQL, SQL, Oracle, PLSQL, SQL DBA, Oracle DBA,
- IT Infrastructure: Network Engineers, Windows administrator, Service Desk, IT helpdesk, Production/Application Support.

Non IT Skill worked on:

- International Bpo's –Customer Service Voice, Non voice, Blended processes, HR Executives, Language Translator's etc.
- E-commerce/Logistics: Catalogue Executives, Business Development Executives/Managers, Channel sales Managers, Customer Service, Operations Executive,MIS Executives etc.
- Data Analyst, Graphic Designers, Sales & Marketing, Content Writers, Administration Executives, Executive Assistant, Guest Relationship Executives/Managers, Front Office,Executives/ Managers, Duty Officers/Managers, Chef etc.

