



Pooja Nankani

Assistant HR Manager

Jaipur, India

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[Linkdin Profile](#)

Skills

HR Operations - Generalist

Recruitment and Selection

Employee Relations

HR Policy and Compliance

Communication and
Interpersonal Skills

Hobbies

Binge Watch and Reading
Novel

Languages

Hindi

English

Profile

Dedicated HR professional with experience in partnering with business leaders to achieve corporate excellence and drive human resource initiatives.

Creative thinker with strong understanding of recruitment and On boarding, HR Outsourcing, HR Service delivery, Process improvement, HR Policies, Employees Database Management and HR Operations.

Known as a resourceful team player who excels in challenging environments.

Employment History

Senior HR Executive, Auriga IT Consulting Pvt. Ltd., Jaipur

July 2021 — Present

- **Recruitment** : Have managed lateral hiring for fulfilling organizational needs using contemporary sources of recruitment within defined timeline & budget. Conducting recruitment drives with impaneled colleges.
- **Employee onboarding, orientation and training programs** : Developed and executed comprehensive employee onboarding programs, ensuring a smooth transition for new hires and facilitating their integration into the organization. Created and maintained onboarding materials, including welcome packets, handbooks, and online resources, ensuring up-to-date and accessible information for new hires.
- **Employees concerns and grievances** : Acted as a dedicated point of contact for employees, providing guidance and support on workplace concerns and grievances.
- **Resignation & termination** : Leading the resignation and termination process. Conducted exit interviews with departing employees, gathering valuable feedback and insights to identify areas for improvement and enhance employee engagement. Maintained accurate records of resignation and termination processes, including documentation of exit interviews, separation agreements, and related correspondence.
- **HR policies formation** : Help in drafted, reviewed, and revised HR policies and procedures, ensuring clarity, consistency, and compliance with employment laws and regulations.
- **Insurance Management** : Managed the renewal process for insurance policies, negotiating terms and premiums to optimize cost-effectiveness and coverage adequacy.

- **HRMS** : Successfully implemented and managed a comprehensive HRMS system, enabling streamlined HR processes and improved data management. Generated reports and analyzed HR data using the HRMS system, providing valuable insights to inform decision-making and HR strategy.
- **Employee engagement** : Conducted surveys and assessments to gauge employee engagement levels, identifying areas for improvement and implementing targeted interventions. Implemented flexible work arrangements and wellness programs, prioritizing work-life balance and employee well-being.
- **Background verification** : Ability to handle sensitive information and maintain confidentiality throughout the background verification process.
- **Milestone Celebration** : Implemented 5-year and 10 year anniversaries celebration with the company, demonstrating long-term commitment and dedication.
- **High - Five Meetings** : Handling monthly "High Five" meetings, a collaborative forum for recognizing and celebrating team achievements and individual successes.
- **Team Collaboration** : Facilitated effective communication and collaboration among team members, fostering a positive and productive work environment. Developed and maintained strong working relationships with team members, fostering a sense of trust and mutual respect.

HR Executive, Auriga IT Consulting Pvt. Ltd., Jaipur

June 2019 — April 2021

- Managing a database in the Human Resource Information System (HRIS) pertaining to the CV's received from candidates through head-hunting.
- Handling interviews and short-listing candidates.
- Preparing reports for recruitment.
- Briefing the candidate regarding the Job structure, responsibilities, salary and benefits.
- Coordinating with the hiring managers, departments heads and candidates regarding the feedback and the results of the Interview.
- Issuing offer letter and requisition forms.
- Negotiating Pay and salary rates and finalizing arrangements with candidate by offering advice on pay rates, training and career progression.
- Conduct regular follow ups with stake holders to determine the effectiveness of recruiting.
- Networking for expansion of Candidate database and business development.
- Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programs.
- Handled campus recruitment right from establishing and maintaining relationships with key campuses to hiring the best talent for the company.

HR Intern, Avsar Ventures, Jaipur

April 2018 — May 2019

- Assisted the recruitment team in sourcing, screening, and interviewing candidates for various positions within the organization.

- Utilized applicant tracking system (ATS) to maintain candidate database, track recruitment progress, and ensure timely communication with applicants.
- Conducted phone screenings to assess candidate qualifications, experience, and fit with job requirements.
- Assisted in scheduling and coordinating interviews, including panel interviews and assessments.
- Collaborated with hiring managers to understand job requirements, ensuring a clear understanding of the desired candidate profile.
- Assisted in preparing job descriptions and job advertisements to attract qualified candidates.
- Conducted reference checks and background verifications to verify candidate information.
- Assisted in the development and implementation of recruitment strategies to attract top talent.
- Participated in career fairs and networking events to promote the organization and identify potential candidates.
- Contributed to the improvement of recruitment processes, including streamlining application tracking and candidate evaluation procedures.
- Assisted in maintaining recruitment metrics and generating reports on recruitment activities.

Education

BSC (CS & Statistics), The IIS University, Jaipur

June 2014 — June 2017

MBA (Human Resource) from Apex Institute

Extra-curricular activities

Public Speaking or Presentation Skills, Toastmasters Club, Jaipur

July 2022 — 2023

Member of Toastmasters JTC

References

References available upon request