PRACHI ABHINAV MISRA

Ph. 9830972848, 6290997501

Email: [prachisharma2304@gmail.com](mailto:prachisharma2304@gmail.com)

LinkedIn Profile: <https://www.linkedin.com/in/prachi-sharma-hr/>

**PROFESSIONAL SNAPSHOT**

Self-motivated, flexible and result-driven professional with over 10+ years cross-functional experience in Human Resource Management, IT Recruitment, Niche Hiring, IT Staffing, Recruitment Lifecycle, Client & Customer Relationship Management, Employee Relationship & Benefits, Policy Formation, Personnel Management, Vendor Management, Resource Management, Key Account Management, Proficient in recruitment techniques & tools, Process Improvement. Leading, monitoring and mentoring the team, Training & Induction, Reward & Recognitions and other HR operations**.** Significant expertise in managing a wide spectrum of HR functions and hands on experience in evaluating company culture and providing recommendations on changes to accomplish company goals and objectives. Adept in creating an environment of teamwork, participative management and proven people management skills that facilitate an emphatic connection with people.

**CAREER HIGHLIGHTS**

**June’22 to Present Orcapod Consulting Services Pct. Ltd. – Manager IT Recruitment**

**April’17 to April'20 Lookad India Pvt. Ltd. As Manager- Human Resource**

**Oct’14 to April’16 OZ Telepro Services Pvt. Ltd. As Manager-Human Resource**

**July’10 to Sep’14 Da Vision Global Enterprises Ltd. (A subsidiary of Da Vision Group) as Assistant Manager -Human Resource**

**Jun’09 to Jun’10- Net Ambit Value First Services Pvt. Ltd as Executive -Human Resource**

**CORE COMPETENCIES**

*Recruitment and Selection*

* Developing a recruiting and resource management function that is flexible enough to quickly respond to the ever changing priorities by adapting and applying new approaches to different scenarios
* Design and execution of innovative and cost-effective recruiting models to meet organization’s growth objectives
* Develop and maintain multiple sources of Niche IT hires including employee referrals, internet(Job Portals), campus, job fairs and Head Hunting/Network through industry contacts and recruitment agencies
* Developing budgets and managing forecasts against demand plans.
* Identify and capture relevant recruitment performance metrics; improve effectiveness of data capture and analysis, using information to identify trends, drive change and assess progress.

*Strategic/Corporate Planning*

* Involved in strategy development for aligning people and processes through a system of well-defined objectives, measures, targets and initiatives to focus on business strategy.
* Instituted change-management practices in the organisation, including organisational restructuring & manpower rationalization initiatives, and facilitate their acceptance by the employees/staff across hierarchical levels.
* Developing and implementing strategies for screening and recruitment to combat high attrition rate and retain talent.
* Budgeting and effective cost control.

*Performance Management*

* Assessing employee performance on a periodical basis, as per the specified company policies.
* Working towards improving PMS for providing apt rewards/appreciations for successful performers.
* Charting out promotions, bonus, and salary increments etc., based on employee performance.

*Training & Development*

* Ascertain training needs and accordingly plan, schedule and organize training programmes in the organization, as per budgets allocated for the purpose.
* Position training in contemporary strategic perspective to build competencies that transcend the traditional boundaries.
* Evaluate the effectiveness of training by identification of strategic drivers of performance in short and long term perspective and augment them through clear action planning and periodical reviews.

*Employee Relationship Management*

* Creating harmony between organizational and personnel goals with a view to ensure achievement of organizational mission.
* Regularly discussing specific issues with employees regarding their grievances, hindrances and undertaking steps for resolving them.
* Assisting individuals recognize their potential and contribute their best towards the various organizational roles they are expected to perform.
* Counseling effectively to build upon feedback and reinforcement mechanisms.

*Personnel Management*

* Oversee compensation programs to ensure regulatory compliance and competitive salary levels are maintained.
* Oversee smooth implementation of HR policies for manpower planning, recruitment, selection, induction, orientation and development of new employees in the organization through Career and Succession Planning.
* Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing & modifying the policies & procedures.
* Handle wage and salary administration, Reward Management, and other compensation and remuneration issues.

**NOTEWORTHY CREDITS**

**With Orcapod Consulting Services Pvt. Ltd.**

* Handling IT domestic recruitment and staffing process and delivery.
* Handling team and taking client call on daily basis.
* Handling multiple clients and managing a team of 20-25 people.
* Planning and implementing strategies in driving the monthly/Quarterly goals along with TLs &teams.
* Involved in Monthly Business Review Meeting (MBR) using presentations on progress/concerns/challenges and other delivery aspects of operations with management.
* Key Account Management, Client Relationship, team mentoring and delivery supervision across the clients.
* Weekly discussion with top management with respect to productivity.

**With Lookad India Pvt. Ltd.**

* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Maintains organization staff by establishing a recruiting, testing, and interviewing program, counseling managers on candidate selection, conducting and analyzing exit interviews, recommending changes.
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Maintains a pay plan by conducting periodic pay surveys, scheduling and conducting job evaluations, preparing pay budgets, monitoring and scheduling individual pay actions, recommending, planning, and implementing pay structure revisions.
* Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees, scheduling management conferences with employees, hearing and resolving employee grievances, counseling employees and supervisors.
* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends, recommending benefit programs to management.
* Ensures legal compliance, conducting investigations; maintaining records.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system, keeping past and current records.
* Maintains human resource staff by recruiting, selecting, orienting, and training employees.

**With OZ Telepro Services Pvt. Ltd.**

* As a member of the organization structure, communicate daily with and advice organization’s senior management.
* Responsible for overall policy formulation and employee engagement plans for enhancement of organization’s environment through HR interventions in the organization.
* Spearheaded and implemented a robust and consistent recognition drive for team members. Also, responsible for planning and executing smooth functioning of complete HR.
* Instrumental in facilitating, designing and implementation of a unique Employee Engagement strategy for the company, representing vertical and lateral relationships within the company for enhancing team spirit and better communication flows.
* Overseeing the full scope of human resources. Directing team in the areas of: organizational structure, employment, compensation, employee database maintenance, payroll, benefits administration, employee relations, orientation/training/development, and policy/procedure development.

**With Da Vision Global Enterprises Ltd.**

* Managing human resources data for the co. at PAN India Level and tracking the effectiveness of all systems and programs. Instrumental in redefining Human Resources as a customer and values-focused, results-oriented, process-driven department.
* Handling **Recruitment, Employee Relations & Administration team of20+ people** (Team Leader–HR, Sr. Executives–HR, Executives–HR & ManagementTrainees) and responsible for work done by team and timely achievement of targets
* Overseeing development and monitoring of the human resources budget.
* Successful organization of RNR Event “Manthan-2013”, including Award ceremony, business reviews and announcing new policies and procedures for growth of organization.
* Successful and effective Implementation of Human Resource Information System (HRIS) and tailoring the specifications as per Unit requirements.
* Instrumental in building credibility team for **Da Vision**by conducting ER sessions on regular basis and by implementation of effective retention plans among the employees.

**With Net Ambit Value First Services Pvt. Ltd**

* Handling the Recruitment Cycle for the company.
* Sourcing resumes as per the requirement from Job Portals, Internal Database, Reference, Networking & Headhunting .
* Screening & evaluating the candidates on various parameters as per the requirement.
* Co-ordinate with the candidate.Introducing employee friendly systems.
* Joining/Hiring of new recruits.
* Taking care of Joining formalities and help employee settle in the Organization.

**SUCCESSFUL DISTINCTIONS & ACHEIVEMENTS**

* Awarded as consistent performer for the year 2015 in OZ Telepro Services.
* Got 4 Appraisals while working with Da Vision Group
* Selected as Secretary in “WOMEN HARRASSMENT CELL” for Da Vision Group for providing the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.
* Got the Award for “Employee of The Year” 2012-13 in Manthan’13.

**EDUCATIONAL CREDENTIALS**

MBA during 2007 – 2009 **(NIMT B’School, Greater Noida**)

* **2nd Topper of 2007-09 Batch**

**SUMMER INTERNSHIP**

* Organisation : Indian Oil Corporation Ltd., Panipat Refinery, Panipat (Haryana)

One year Computer diploma in Multilingual Office Automation & Financial Accounting from **C-DAC, GIST**

Commerce Graduate from **Mahatma JyotibaPhule Rohilkhand University**, Bareilly,2003-2006

XII G.P.M. College,Bareilly–**ISC Board** - 2003

**PERSONAL DETAILS**

**Husband’s Name**–Mr. Abhinav Mishra (Working in Ideal Realty Group)

**Date Of Birth-** 23rd April 1986

**Permanent Residence** – Bareilly, U.P., India

**Marital Status**-Married