**Nichelle Pereira**

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**CAREER OBJECTIVE**

To work in an organization that enhances my knowledge and skills and which gives me ample scope to excel in my field through hard work and perseverance and also to pursue a challenging career and be a part of a progressive organization that gives a scope to utilize my skills towards the growth of an organization

**EXPERIENCE**

**Gammon Engineers and Contractors Pvt Ltd. (GECPL)**

**About the company:**

Gammon Engineers and Contractors is not only one of the largest civil engineering construction companies in India, but can also lay claim to having built the maximum number of bridges in the whole of the commonwealth. For nearly a century Gammon has been undertaking and executing the toughest engineering and construction projects. It has an admirable track record, a solid experience and a proven strength on delivery norms across its full spectrum of services.

**Period: November 2017-Till date**

**Designation: Assistant Manager- HR**

**Key Deliverables:**

**Recruitment and Selection**

* Getting the manpower requisition from the concerned departments.
* Preparing and posting vacancies at appropriate job boards.
* Initial Screening of resumes based on job requirement. Screening of candidates from job portals like naukri.com and professional social platforms like LinkedIn and scheduling of interviews.
* Using sourcing strategies like Referral generation, Direct Sourcing, Networking, Mass Mailing so as to

reach out to a maximum qualified pool of candidates.

* Telephonic Screening of the profiles - Checking for Fitment and Stability.
* Reviewing, shortlisting & lining up the candidates for the face to face interview after telephonic filtration.

Organising, Scheduling and Supervising Interviews for new hires.

* Conducting & coordinating the candidate's interviews in office.
* Communicating with new interviewees over phone and email before and during and after the interview process.
* Managing recruitment for Gammon for all levels and working closely with all the business units to ensure recruitment requirements are met.
* Managing the recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirement.
* Salary negotiations on the selection of candidate and giving the date of joining to the candidate.
* Providing recruitment updates through trackers to the top management.

**Induction and on boarding**

* When particular candidate is finalized and selected, giving him/her offer letter, appointment letter with brief working agreement or policies.
* Giving description on the policies, procedure and culture followed by the company.
* Properly filing relevant documents of the new joined as required
* Introducing him/her to the team and supervisor and/or manager.

**Employee Engagement**

* Organizing Gammon Talks on Saturdays for employees
* Planning and Execution of various employee engagement activities.  (festival celebration, women’s day celebration)
* Providing long service certificates to employees who have completed a certain amount of years in the organization.

**Miscellaneous Activities**

* Issuing various circulars
* Creating employee code of new joinees
* Conducting exit interviews
* Attending to employee queries
* Co-ordinating with admin team and booking the guest house for outstation employees
* Sending the original offer letters to sites

**Internship**

**Kokilaben Dhirubhai Ambani Hospital**

**About the company:**

Kokilaben Dhirubhai Ambani Hospital is a tertiary-care facility in [Versova, Mumbai](https://en.wikipedia.org/wiki/Versova,_Mumbai), [India](https://en.wikipedia.org/wiki/India).

The 750 bed multi-speciality hospital became operational in the first week of 2009. The project was initiated in 1999 by [Nitu Mandke](https://en.wikipedia.org/wiki/Nitu_Mandke) as a large-scale heart hospital, but ran into troubles after his death in 2003. Subsequently, it was completed by the [Anil Ambani](https://en.wikipedia.org/wiki/Anil_Ambani)-led [Reliance ADA](https://en.wikipedia.org/wiki/Reliance_Anil_Dhirubhai_Ambani_Group) group.[[1]](https://en.wikipedia.org/wiki/Kokilaben_Dhirubhai_Ambani_Hospital#cite_note-mandkebeat-1) It had the first 3-room intra-operative MRI suite (IMRIS) in South Asia.

The hospital is named after Kokilaben Ambani, wife of industrialist [Dhirubhai Ambani](https://en.wikipedia.org/wiki/Dhirubhai_Ambani), who was the founder of [Reliance Industries](https://en.wikipedia.org/wiki/Reliance_Industries).

**Period: May16 -July16 (2 months)**

**Designation: HR Intern**

**Key Deliverables:**

* Auditing files of joined employees.
* Screening of candidates from job portals like naukri.com and scheduling of interviews.
* Collecting, scanning, and sorting job applications for candidate and calling deserving candidates for interviews
* Ensuring that the new joining formalities of the employees are completed on time.
* Conducting Induction for new joinees.
* Resolved all the queries of new employees in relation to policies and work culture.
* Maintaining the MIS tracker.

**Projects**

* Organization : Smt. M.M.K.College of Commerce & Economics, Bandra (West)
* Project Title : Comparative study on Frito Lays and ITC Bingo (TY B.M.S)
* Organization : Kokilaben Dhirubhai Ambani Hospital Andheri (West)
* Project Title: Study on Induction Process at Kokilaben Dhirubhai Ambani Hospital (Summer Internship Project)

**Achievements**

* Received Appreciation Certificate for “Prompt Action towards Team Building” by the Project Manager of Guwahati Water Supply site of Gammon Engineers and Contractors Private Limited.
* Completed an online certification course from Coursera on the topic “Leading Diverse Teams and Organizations” by University of Michigan.
* Completed two online certification courses from Alison on the topics “Employee Engagement” and “Leadership.”
* Completed an online certification course “Career Edge-Knockdown the Lockdown” by Tata Consultancy Services.
* Completed an online certification course “Recruiting: Talent Acquisition and Hiring ” by Udemy
* Completed two online certification courses “Developing your skills as an HR Professional ” and “ Exploring Career Mentoring and Coaching “ by The Open University
* Completed an online certification course from Future Learn “Digital Skills: Artificial Intelligence ” by Accenture
* Won various competitions such as Essay Competition, What’s the Good Word and Spelling Bee at Junior College Level.

**ACADEMIC CREDENTIALS**

* **Master in Management Studies M.M.S (Human Resource)** **with 70.37%** from Sheila Raheja Business School of Management Studies, Mumbai, Batch-2015-2017, India, Approved by All India Council for Technical Education.
* **Bachelors in Management Studies** from M.M.K College Bandra, Mumbai Batch-2013-2015 (Full Time) **with 66%.**
* **H.S.C** fromS**.**KSomaiyaVinayMandir**,** MumbaiUniversity **with 80%**
* **S.S.C** from Canossa High School, Mumbai Board **with** **79**%

**IT SKILLS**

Windows and MS Office (Word, PowerPoint and Excel), Outlook.

**PERSONAL DETAILS**

**Date of Birth: 27th May 1994**

**Languages** **Known**: English, Hindi, Marathi and Konkani

**Gender**: Female

**Nationality:** Indian

**Marital Status**: Single

**Interests and activitie**s: Reading books, listening to music, playing badminton, exploring new cuisines etc.