Anamika Pandit

HR Professional

# About Me

 **Addres**

#### Mumbai, Maharashtra, India

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[(28) Anamika Pandit | LinkedIn](https://www.linkedin.com/in/anamika-pandit-157883157/)  Female 

Married

 4 January 1995

Scholastics

A Human resources professional with at least 4 years' experience in the field and depth in Full-Cycle Hiring. An expert in recruitment with advanced skills in talent management, the Full recruitment cycle, manpower planning, compensation and benefits, recruiting strategy, employee engagement & relations, diversity hiring, bulk hiring, volume recruitment, account management, payroll management, and salary discussion. Strong sense of work ethics and self-motivation to create excellent results. proficient in conducting talent assessments, sorting resumes, and determining applicant eligibility. mature HR manager with a solid grasp of business principles and the interviewing procedure. adept at combining different interviewing techniques and choosing suitable candidates for different BFSI positions.

# Career Goal

To be a part of an organization in which my skills and abilities are put to best use in order to achieve the goals and best contribute to the organization's development. I'm looking for senior management positions in recruitment, talent acquisition, human resources, and core HR. enhancing my efficiency and opportunities to bring about leading results that meet organizational objectives.

National School of Business (University of Mysore),

Bangalore

MBA (HR) | 2018

Regional College of Professional Studies and Research (Mahatma Jyotiba Phule

Rohilkhand University), Bareilly(UP).

*BBA | 2016*

# Expertise

Talent Management (Talent Acquisition)

Performance Management Talent Assessment

Campus Hiring

Behavioral Interview

Brief experience in psychometric assessments)

Volume / Bulk Hiring Search Partners

Vendor Management

Employee Engagement Change Agent Organizational Design Corporate HR

HR Operations

Statutory Compliance Leadership

Time Management

Team Work & Management

# Career Path

## Firon Consultancy ( Sister Company Hiyamee) | BFSI Recruiter

### February 2019 - Present

Creating and maintaining various recruitment details and databases Managing the entire recruitment process

Sourcing profiles from a variety of sources, including websites like Naukri.com & reference, etc. Informing applicants of the job requirements

Matching the profiles to the requirements on the web portals or in internal databases

Recognizing the needs of the client in light of the candidate's profile, work description, pay rate, and hiring dates in order to provide quality manpower services.

Follow-up with candidates before and after interviews

Delivery of candidates - interacting with the candidate after an offer to ensure delivery and prompt notification to the customer in the event the candidate declines the offer

## Lifestyle International Pvt ltd

### July 2017 to Aug 2017

*Project Topic: A Study on Employee Motivation and Employee Engagement. Industry: Retail*

# Key Skills

·Sourcing various Job requirements of various clients

·Communicating with client and candidates regarding variousjob description

·Carrying out JoiningFormalities.

·Screening and shortlisting of various candidates on various Job Portals – Naukri.com

# Certifications

Certification program on HRM (Jan 2018)

Appreciation Certificate for Punctuality and Timeless (2016 – 2018)

**Anamika Pandit**