

VANUSHA PATIL

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Career Objective

Seeking an important and challenging role in an organization where I can interact with the new people and show my abilities.

Career Summary

- An expert HR executive with proven expertise in implementing the policy and procedure, recruiting and hiring having 1 year hands on experience.
- Extensive experience and consummate achievements building multiple best-in class organizations.
- Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.
- Pivotal contributor to senior operating and leadership executives, providing leadership for multiple acquisitions, from due diligence to conversion.
- Expert in taking the order from the seniors and giving the valuable suggestions.
- Sourcing right candidates as per clients requirement using different job portals (like Naukri,Linkedin), references etc.
- Designing Annual Training Calendar.

Personal Qualities

- Innovative thinker and excellent leadership qualities.
- Excellent in influencing the people.
- Efficient in communicating well in writing and verbal both.
- Able to motivate and negotiate with the people.

Key Responsibilities Handled

- Assist the HR manager in planning of Organizational recruitment.
- Make the joining documents of recruiters.
- Convey the Policies and rules to the employees.
- Maintain the records of employees.
- Track the daily attendance of the employees.
- Present the employees performance report in front of HR manager.
- Induction and employee engagement.

Computer Knowledge

- Expert in basic use of computer.
- Internet savvy.

Achievements

- Cut down the budget by proper relocating of employees.
- Established good working relationship with customers/clients.

Employer

eTransition Softech Pvt Ltd

Hyderabad

5 July 2015

Academia

QUALIFICATION	UNIVERSITY BOARD	YEAR	PERCENTAGE
B.E (IT)	Basaveshvar engineering college	2011-2015	71.6%
Intermediate	Guru Nanak pre university college	2011	62.6%
SSLC	Guru Nanak public school	2008	65.8%

Declaration

I hereby, solemnly declare that all the statements made in the above application are true and correct to the best of my knowledge and belief.