**Summary**

Experienced HR professional with over 6 years of expertise in full-cycle recruiting, talent acquisition, and employee relations. Proven ability to source, attract, and retain top talent across various industries. Adept at managing high-volume recruitment, conducting interviews, and developing effective staffing strategies. Strong interpersonal and communication skills with a deep understanding of employment laws and best practices. Committed to fostering a positive and inclusive workplace culture.

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**Skills, Qualities and Core Competencies**

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| --- | --- | --- | --- |
| * Communication Skill | * Relationship Building | * Active Listening |  |
| * Talent Management | * Performance Management | * Collaboration |  |
| * Talent Acquisition | * Team handling | * Leadership |  |
| * Sourcing/Scheduling | * Organizational Skills | * Decision Making |  |
| * Training Development | * Recruitment Strategies | * Problem Solving |  |
| * Data Analysis | * Time Management | * Branding |  |
| * Emotional Intelligence | * Critical Thinking | * Business Acumen |  |

**Experience**

**Senior HR Executive & Administrator I AMS (Deutsche Bank)** – Bangalore - Sep 2022-Aug 2024

* Manage recruitment and selection process, including job postings, resume screening, and scheduling interviews
* Conduct new employee orientation and onboarding, including benefits enrolment and training
* Maintain employee records and ensure compliance with legal requirements and company policies
* Assist with performance management, including tracking employee goals and conducting performance evaluations
* Coordinate employee events and recognition programs
* Provide support to managers and employees on HR-related issues and concerns
* Conduct exit interviews and manage employee separations
* Manage employee leave requests and accommodations
* Assist with payroll processing and administration

**RPO Recruitment Coordinator | Shaum & company – Bangalore - March 2022-July 2022**

* Contact applicants and hiring managers to coordinate and schedule interviews
* Generate and send offer letters/packages
* Facilitate background investigations of new hires
* Communicate the decision of the applicant to all recruitment support groups by updating the applicant management database and sending out status notifications
* Perform other miscellaneous duties as required by management
* Initiate and monitor the background checks
* Provide absence cover for offsite resourcing conducting candidate reference checks and assessment administrator, scheduling and administering psychometric tests
* Update the Applicant Tracking System to ensure accurate tracking of candidates through the interview and assessment stage of the recruitment process
* Build a positive rapport with candidates during the recruitment coordination interactions and ensuring they receive the information needed during each step of the coordination process
* Responsible for the on boarding of candidates from Employment Screening through to Start Date
* Maintain a positive rapport with hiring managers throughout the recruitment coordination process to achieve client satisfaction and to help meet service level agreements from a recruitment perspective.

**HR Recruiter Akonnect – Bangalore - May 2021-Mar 2022**

* Designing and updating job descriptions
* Crafting emails for attracting passive candidates
* Sourcing potential candidates using various online platforms
* Screening incoming resumes as well as application forms
* Interviewing candidates via various mediums (e.g
* In-person, phone, video)
* Preparing and distributing assignments as well as language, logical reasoning, and numerical tests
* Advertising jobs on careers pages, job boards, and social media
* Providing contacts of qualified applicants to the company’s Hiring Managers.

**Senior HR Specialist|Crelton Solution India Private Ltd. - Bangalore - June 2017-Feb 2018**

* Work with the hiring manager, panel members, and other internal team members to coordinate the recruitment and hiring the new employee
* Develops creative sourcing techniques in getting extraordinary talents
* Partners with the external vendors in building hiring talents funnel
* Identify recruitment priorities and develops a strategy to fill the openings
* Conduct screening, testing and preliminary interviewing of potential employees
* Lead the hiring flow and recruitment process viz
* Schedules interview, extend job offers and finally brings in talent onboard.

**Senior HR Recruiter| Nascon Placements & Consultant - Jodhpur - Nov 2014- March 2017**

* Prepared all recruitment strategies and ensured achievement of all objectives
* Developed strategies by placing job advertisements in various news and job sites
* Participated in various candidate selections and prepared an efficient interviewing schedule
* Analysed all job requirements and screened the appropriate candidate for job
* Negotiated with movers and assisted employees with temporary accommodation if required
* Monitored organization policies and recommended changes as needed.

**QUALIFICATION**

Diploma in Software (GNIIT) 2014

B. Com from Jai Narain Vyas University                                                               2012

12th from Central Academy, Jodhpur, Rajasthan                                                   2009

10th from Central Academy . Jodhpur,Rajasthan                                                   2007

**PROFESSIONAL TRAINING – 2017**

**Advance Diploma in Human Resource Management & Indian Payroll System**

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| --- | --- | --- |
| **End to End Recruitment** |  | **HR Generalist Areas** |
| Handling End to End Recruitment | Handling Joining formalities & Exit Interview |
| **IT , ITES & Non IT Recruitment** | PMS System of the Employee |
| Cold Calling and Head Hunting | Conducting Induction for the new employees |
| Training the candidates on interview | MIS |
| Sourcing through **job portal** | Handling Employee Grievance - ERM |
| Short-listing profiles for given requirement  Technical and Non Technical Assessment | Processing Employee PF, ESI, Mediclaim & Other Employment Registration forms |
| **End to End Indian Payroll Management System** | | |
| Taking Care of Complete Staff Data Base | | |
| Pay-roll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Fillings | | |
| Taking Care of routine Tax planning Co-ordination for the Employees | | |
| Monitoring Relieving Procedures and Settlements & General administration-related work | | |
| Employee Co-ordination & Maintaining the Contract Employees details | | |

**ACADEMIC ACHIEVEMENTS/ PROJECTS**

* Got Certificate of achievement for Best Performance in Nascon Placements & Consultant
* Participated in Paper Presentation on “Bluetooth Technology ”&“Software Development in Life Cycle at NIIT.
* Participated in various events like book reviews, group discussions and debates at school level
* Received multiple Rewards & Recognitions for self and Team at Deutsche Bank
* Employee of the Month recognition at Crelton Solutions

**PERSONAL DETAILS**

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| --- | --- |
| Date of Birth | 27th June 1991 |
| Nationality | Indian |
| Marital Status | Married |
| Languages Known | English, Hindi, Malayalam & Tamil |
| Hobbies | Drawing |