

Aspiring for challenging assignments in Human Resource Management with an organization of repute

~ Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle, and maintaining cordial relationship with the employees

PROFILE SUMMARY

- A dynamic HR Professional with over 2 years of experience in Recruitment, Resourcing & Development, Performance Management, Compensation & Benefits, Employee Welfare and Administration
- Holds the distinction of planning, supervising, and participating in various seminars, conferences, etc.
- Proficiency in manpower management & recruitment process entailing resume generation, screening, and short-listing with appropriate compensation
- Merit of providing prompt resolution of employee grievances to maintain cordial management-employee relations
- Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams
- Successful at motivating staff through clear communication and outstanding organizational skills

AREAS OF EXPERTISE

- | | | |
|--------------------------|--------------------------------|--------------------------|
| - HR Policy Execution | - Recruitment | - Performance Management |
| - Training & Development | - Employee Relations / Welfare | - Talent Pool Selection |
| - MIS Reports | - Competency Mapping | - Statutory Compliance |
| -PMKVY | -GST billing | |

EMPLOYMENT DETAILS

Apr' 2017 – June 2019 with Zensar technology Pvt. Ltd., Hyderabad. as HR Associate

Key Result Areas:

- Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives
- Managing the recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
- Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection, and appointment, etc.
- Carrying out induction / orientation program to the new recruits
- Updating all new staff details in HRMS (Human Resource Management System)
- Developing & maintaining MIS reports and other operation reports which involves processing daily attendance, updating leave records, permission slips, etc.
- Ensuring adherence to the statutory compliances with respect to factories
- Making a record of the labors as per TN rules under Shops & Est. Act, and other Acts.

Responsibilities:

- Maintained a close coordination for the domestic enquiry of suspended employee
- Played a stellar role in organizing and conducting Ayoda Pooja
- Took various disciplinary action towards absenteeism, late attendance and other labour misconducts and successfully reduced the same
- Initiated successful implementation of measures thereby resulting in streamlining the process
- Successfully prepared job description for a higher-level position which was pending since a long time, was able to procure the resource at the desired payout level by the company
- Efficiently managed an induction session for the joiners and single-handedly steered the entire proceedings to a successful conclusion, received a verbal appreciation from reporting manager for same
- Identified candidates who were potential exits in the month and successful in counselling as well as retaining them in coordination with the concerned operational heads
- Created a hiring plan and was able to abide by same throughout the quarter, thereby streamlining the entire hiring and retention process for rest of the financial year
- Expertise in full life cycle of Recruitments, as a part of Talent Acquisition teamwork with Business Directors, Associate Directors and Hiring Managers, giving them end-to-end recruiting solutions.
- Expert in recruitment through various channels including – Applicant Tracking System, Referrals, Job Boards, social media, networking, and Head Hunting.
- Expertise includes Quality Management, Candidate Assessment and Management/ Skill Set Mapping.
- Working in compliance with the tight deadlines of the SLA's prescribed by the practice along with adhering to recruitment likelihood attributes also managing overall TAT, Cost per hire and hire loss ratio.
- Interact with the hiring managers and delivery heads to analyze their satisfaction levels and improve the quality of resources, ensuring speedy resolution of queries & grievances to maximize client satisfaction levels.
- Client Management, Partnering with Managers and Business unit heads to determine staffing needs, provide recruiting expertise, design hiring and sourcing strategies, help build a strong talent force.

Award:

-Star Award 2017

-Best performer award- 2019

EDUCATION		
2022	MBA Finance and HRM Dr A.P.J Abdul kalam technical University	63%
2017	M.com from MJPR University Bareilly	59%

Modules Covered:

HRM, HRD, Industrial Relations, Organizational Behavior, Labour Law, Labour Welfare, Training & Development, Social Work, Computer with HRM, Finance, account etc

PERSONAL DETAILS

Date of Birth: 27th Aug, 1995

Languages Known, English & Hindi

Place-Hyderabad