Priya Sinha
HR Professional

Schaumburg, IL - Email me on Indeed: <u>indeed.com/r/Priya-Sinha/96b608ac31740dcf</u>

• Efficient and Organized with an ability to multi-task effectively.
• Perform Applicant screenings and Interviews.
• Devised and delivered focused induction Training to new employees.
• Ability to devise and develop effective training Program.
• Liaised with Employment Consultancies in recruitment of High- level-Technical Staff.
• Ability to prioritize an abroad range of responsibilities efficiently and effectively.
• Experienced in analyzing and streamlining HR System to increase Productivity & Efficiency.
• Possess Organization and Time Management skill.
• Introduced graduate work placement program.
• Organized Events - HR/ IT Training, Corporate Training.
• Did SAP HR course and very comfortable with Organization Management (OM), Personnel Management (PM), Time Management (TM), Benefits and Payroll.

WORK EXPERIENCE

HR Manager
SMR USA   -   Chicago, IL - May 2008 to August 2011

HR Associate
T-Systems India Pvt. Ltd - November 2004 to January 2005

Organization Profile: T-Systems India, established in 2004, is one of the cornerstones of T-Systems' global sourcing activities and is located in Pune, Maharashtra. The subsidiary is the privileged partner for T-Systems' offshore activities in ICT services concentrating on SAP Standard Software, Application Lifecycle Management, Internet Technologies, CRM and testing.
T-Systems proactively invest in people, and it is this force that makes the difference. Subsequently, the 750 + dynamic ICT professionals at T-Systems India is consistently growing as highly qualified graduates, as well as experienced professionals with SAP, Siebel, Java and C++ skills are continuously recruited.

T-Systems are one of Europe's leading providers of information and communications technology (ICT). Within the Deutsche Telekom Group, T-Systems is responsible for supporting the business customer segment, ranging from medium-sized and large companies all the way up to multinational corporations and public institutions. The company has 52,000 employees in over 20 countries worldwide and posted revenues of nearly €12.9 billion in 2005.

Job Responsibilities: • Joined as a 12th employee of the new organization and then we recruited 120 employees in 3 months time.
• Understanding the "Resource Requisitions Form" and candidate sourcing through company database, referrals, job portals, advertise in the newspaper.
• Liaised with employment consultancies in recruitment of Technical employees.
• Participated in the Recruitment of new employees at the initial interview stage, reference checking and later at induction.
• Provide Weekly "Recruitment Status and Employee Status Report" to senior management (on-site).
• Maintaining up-to-date Employee Master.

• Updating Employee personal File on regular basis.
• Maintains the list of employee's skill sets and Coordinate all overseas / on site requirements and arrange their travels as and when required.
• Analyzing the appraisal forms of the employees and arranging training program for them.
• Coordinated companywide Training Programs.
• Successfully managed employee's problems and disputes.
• Experienced in analyzing and streamlining HR System to increase productivity and efficiency.

HR Executive
Arden Systems Pvt. Ltd - May 2003 to October 2004

Organization Profile: Arden Systems was founded in 1997 by Australian partners with extensive experience in the IT industry and a firm commitment to its future. Having witnessed the industry's growth, they anticipated that companies would require consistent, authoritative and appropriate advice on integrating new Internet/ Intranet systems and technologies into their current businesses.

Arden Systems is a fast growing Australian owned Internet development Company with offices in Japan, Australia and the United Kingdom. Arden Systems has their development centre in Pune, India.

Job Responsibilities: • Responsible for the HR function, managing organization staff of 60 employees.
• Responsible for the reorganization of the HR Department.
• Managed the Recruitment process from Screening to Selection and Induction.
• Devised focused Induction Training for new employees.
• Maintaining and updating database of the employees, HRMIS.
• Facilitated introduction of employee performance evaluation system.
• Developed and designed online learning system for all employees.
• Developed internal intranet system for use by all employees.
• Introduced graduated work placement program.

PROJECTS (DURING MBA):

Head appreciated my work
Zuari Industries Ltd - June 2002 to July 2002

Goa
Duration: 3 June 2002 to 26 July 2002
Project Title: "Analysis of Performance Management and Identification of Training Needs".
This Project was carried out for ZIL management staff working in an organization for company's progress and better performance of the employees. The objective of the project was to understand the Performance Management System and identification of training needs and also to prepare training calendar for the year 2002-2003. The HR Head appreciated my work.

Technical Recruiter/Account Manager
The SMR Group

provides the full spectrum of HR solutions and training programs from technology, consulting & outsourcing, training & events to learning resources for maintaining, developing and nurturing talent.

As Technical Recruiter/Account Manager: • Consulting/Placement: o Working on assigned requirements or identifying potentially good requirements and actively doing job postings.
o Looking for right candidates through various sources like job boards, referrals, social networking etc.
o Interviewing and talking to job applicants and scheduling their interview with the manager.

o Maintaining the database of the candidates and consultants.

o Building In-House resource database through internal references.

o Doing the complete life cycle of finding, negotiating, submitting, following up, closing and finishing the contractual paperwork as needed.

o Providing daily report to the Manager.

• Relationship/New account building: o Making cold calls to potential clients.

o Emailing the prospective clients for their requirements.

o Setting up direct relationships/vendor-ships with large enterprise Companies.

• Immigration Handling: o Posting the H1B add in all possible sites.

o Screening the resumes, filtering and talking to the candidates.

o Handling queries from the candidates.

o Getting all the necessary docs from the candidates for the filing.

• Managing credentials evaluation of all the candidates.

• Successfully closing deals thereby building relationships.

• Following-up with onsite personnel to answer any questions, comments, or concerns, and to ensure employee satisfaction.

• Handling certain day-to -day administrative tasks.

• Managing any other additional responsibilities as assigned.

• Looking after IT & HR training programs - Enrollments for the program and help in resume preparation and trying to place the trained students. Event Management - Participate in Trade Show and build networks.

EDUCATION

MBA
University of Pune
2001 to 2003

B. Com.
Symbiosis College of Arts & Commerce
1998 to 2001

St Joseph's Convent High School
1998

Diploma
NIIT