

ARCHANA RATHOD, MBA with 11 years experience

Email: archana.avi.rathod@gmail.com; vvchie@yahoo.com

LinkedinProfile : www.linkedin.com/in/archana-rathod-77205625.

Mobile : +91-96-20-400366

I'm Self and result driven excellent communicator, with Professionalism, Good Judgment, People-Friendly, having ability to converse on the phone, with recruitment & Interviewing Skills, organised in managing Team & People. I have overall 11.5 years of working experience, with 10+ years of relevant experience in Administration, Recruitment IT & No-IT, Training, HR-Generalist, Sales Co-Ordination, Facility Management, Office Co-Ordination, Customer Service Co-ordination, & CRM.

Human Resource Administration (HRA) :- Administration Policy Reviews, Updates office manual, Maintains proper filing of Insurance Policy , HR Performance Appraisal form & training schedules, Assist Account Department for Submission of approved travel reimbursement for overseas employees/ consultants, Updating the Organisation Chart, Draft Agreement/Contract/Work-Orders/NDA-HIPPA to Overseas/Other state/Local Freelancer/Consultants. Co-ordination for Bank account opening & ID cards, internal / external audits, validation & filing of the documents for audits, taking care of Travel & Hotel Arrangement.

Compensation & Benefits : Attends to Employees grievances and complains provide guidance if necessary. Provides feedback to the management to enhance a better & cordial working environment. Organises Corporate Events such as **Annual Get-together, Corporate Trips, Team Lunch, Women's Day, Stress Management, Sports Day.**

Recruitment:- Attracts applicants by posting Job Advertisement in Social media Groups & Job Portals, Mass-Mailing to attract freshers, Build Data Bank of candidates source through college & internet sites, Providing Information, Opportunities & Benefits, Making Presentations, Maintaining Reports of Short-List Applicants, Speak, Interview, Evaluate their enthusiasm & their Suitability, Verify References & Check out if experience & qualifications match job requirements, Organise the interviews with Technical team & HOD'S. Taking Care of Complete recruitment cycle, Introduction, Joining Formalities, On-boarding & Exit Interviews.

Recruitment & Training (NICHE) Played a key role in the **Campus Recruitment** and Training& Placement for Merchant Navy. I was involved in grooming them with various professional and soft skills in line with the requirement of the industry. Co-ordinate and organizing campus recruitment, various re-recruitment tests, screening tests etc. Extensive experience sourcing, hiring and retaining high-performing individuals by implementing a thorough selection process, high-quality training and an ongoing mentoring system.

Training & Development:- Conducts orientation program for new employees. Co-ordinator & Liaises with external consultants for employees training needs & arranges training schedules for employees.

*Java Training for Fresher's

*Soft Skills training for Floor Employees.

*SQL for – Tech Employees.

Evaluates the effectiveness of the respective training program by obtaining feedbacks from employees. Maintaining time-table & module.

Administration:-I have handled Over all office administration in large organizations involved in Manufacturing, Service, Technical **(For End Fittings)** Distribution and Sales. Inter departmental communication and co-ordination, maintaining cash controls supervising the payroll and personnel administration (Attendance, Leaves, Employee benefits) purchasing. Define and Implement Admin policies and procedures across the company. Vendor Management/ Bill Payments. Supervise travel operations.

Worked as a Management Representative for ISO-9001 Certification while working with Global Power Systems.

Recruitment Done for BPO (Entry Level – Bulk Hiring, IT, Lateral, Permanent, C2H).

Position : Entry Level, Freshers for Java trainee, Java Developer, Java Lead, Java Full Stack Developer, Java Architect, Java Consultant, Java Trainer, Soft Skill Trainer, QA- Test Engineer, ETL, AM, Operation Managers, QA,QA- Lead for Different Process.

Domain: Clinical

Java, Cerner, SQL, ETL, HL7, NLP, DBA, Python, IOT- Embedded Engineers, Test Engineer- Manual ,Automation, Selenium.

Non IT- Service & Sales Engineer, Accountant, Tele-marketing Executive, Customer Service Executive, Techno Sales Executive, Business Development Executive, Product Manager, & Interns (MBA- Freshers) MT- Medical Transcripts, LPO- Legal Process Outsourcing.

Insurance- Recruitment of Agents.

Experience :

Data Life Health / Data Scribe Technology Pvt. Ltd., Bangalore, -HR - IT Recruiter & Generalist -28th Nov'2018- 30th April'2019.

Maxambient -HR & IT Recruiter, Nagpur- April - 2014 to June - 2015 & Oct 2016 till April 2018.

Edelweiss Tokyo Life Insurance, Nagpur – Development Manager -July 2013 -Dec-2013.

Phoenix Maritime Services Pvt. Ltd., Nagpur – Manager –HR(Campus Recruitment)-Sept 2009 to April 2011- & June 2012 -May 2013 .

Bharat Parekh Financial Insurance Services Pvt.Ltd., Nagpur- PA & CRM- May 2011 to Jan 2012.

Global Power Systems, Nagpur -(Sales & Service for KOHLER GENSET) - HR -Administration Office- Coordinator - May'07 to April'2008.

PIX Transmissions Ltd.Nagpur (Manufactures of Conveyer Belts & Hoses) -Officer- Customer Support - Sept'2005-Jan'2007.

Academic Credentials

- ✓ Pursuing MA- Psychology (Specialization – Organizational Psychology, Human Resource Development ,Planning,& Psychometrics) from IGNOU – June -2019.
- ✓ MBA – HR from Indira Gandhi National Open University (Affiliated to AICTE) June - 2017.
- ✓ Post Graduate Diploma in Business Management from RPICM Mumbai in June 1997.
- ✓ Post Graduate Diploma in Marketing and Advertising from RPICM Mumbai in June 1996.
- ✓ Bachelor of Science from Nagpur University in June 1995.

Training & Certification

- ✓ Completed 15 days training on Export Marketing arranged by Small Scale Industries by Ministry of Govt. of India.
- ✓ Attended 5 days Training on Export Marketing & Documentation by MSME Govt. of India.
- ✓ Attended 2 months training on **Managerial Skills** by MSME.

Information Technology

- ✓ Certificate course in Computer Operations from N.I.C.E. Nagpur.
- ✓ Certificate course in windows and MS-office from I.C.S.M; Nagpur.
- ✓ Well versed with PowerPoint, Communication using email client like Microsoft Outlook Hangouts, Google Suite, Google Calendar & Slack.
- ✓ Certificate Course in Software Testing.
- ✓ Certificate Course in HTML.
- ✓ Well Versed with Technical Terminology of Java, 'C' HTML.

Personal Details

- ❖ Status : Married
- ❖ Passport No. : Z 3495979
- ❖ Languages Known : Marathi, Hindi and English.
- ❖ Can Understand : Kannada, Gujarati & Telugu.

Achievements

N.C.C. "B" certificate.

Sangeet Visharad – Hindusthani Classical Music (Vocal).

Free Lance – RJ/News Reader Cum Translator on All India Radio, Nagpur-(MS)