

**Priyanka
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CORE COMPETENCIES

- Manpower Planning
- Employee Engagement
- Recruitment & Selection
- HR Operational Processes
- Policies & Procedures
- Performance Appraisal
- Induction & Orientation

*A dedicated professional with **HR Generalist**, highly knowledgeable in a wide variety of professional disciplines; focus for a reputed organisation.*

PROFILE SUMMARY

- A focused & goal oriented professional with over 3.5 years of experience in HR operational process.
- Experienced in manpower planning with excellence skills in recruitment along with other corporate HR related functions: interviews, on-boarding, induction, onsite / inclusivity, advancement planning, redressal issues, exit interviews, so on
- Effectively maintains employee relations with staff across all levels on day-to-day matters through career counselling, feedback sessions, grievances on a common platform
- Strong communication, interpersonal & technical skills with the capability to grasp new concepts quickly and utilize the same in a productive manner.

ORGANIZATIONAL EXPERIENCE

Health Care At Home India Pvt. Ltd.. as Sr. Executive HR

Feb,2021to till date.

Key Result Areas:



•Talent Acquisition

- To ensure timely closures within the allocated budget without compromising on the quality & keeping the business model in mind
- Handling recruitment end to end from sourcing to selection
- Updating the vacancies tracker and provide the summary report on weekly basis
- Creating innovations in recruitment by exploring new methods

•Compliance & Documentation/Reports

- Ensuring statutory compliance are always met viz. PF, ESIC, Gratuity
- To educate existing & new joiner on the HR process & policies
- Ensuring documentations (employee) are always met
- Smooth coordination with the central HR Ops team
- All data related to HR to be updated timely and publish reports on monthly basis
- Employee Auditing
- Proficient in HRMS (HR One Software)

•On boarding & Induction

- Conducting smooth on-boarding, Induction and joining process
- Preparing all HR related employee letters
- Smooth coordination with all department related to employee trainings
- Background verification of all new Joiners.

• **Engagement and Grievance Handling**

- Need to ensure that the grievance of an employee is addressed at the earliest with a conducive solution
- Connecting employees on regular basis present PAN India
- To run engagement activities every month with all employees
- To ensure cordial relation & conducive environment among employees

Description of Employer:

- HealthCare At HOME (HCAH), is a leading home healthcare service provider in India. HCAH follows the best practices in medical care and maintains international protocols and standards. HCAH has served over 4,00,000 patients across India and has helped them recover safely and comfortably in the place they know best i.e. their HOME. HCAH maintains high standard on customer service, a fact supported by NPS score of over 70 per cent. Some of the key services offered by HCAH include setting up ICU at home, providing cancer care at home, nursing care and physiotherapy services along with providing plethora of clinical procedures at home thereby delivering almost 70% of all clinical services at home. Scope of each services are defined according to regulatory and statutory requirements.

A.R. Consultants – as HR Executive

May, 2016 till apr2017

Key Result Areas:

- Handling end to end HR Generalist related activities, including recruitment ,induction & on-boarding& MIS, transfer as per requirement.
- Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Vendor Management, Sourcing, Interviewing.
- Client Handling. Executive Hiring, Contract Recruitment, Team Management.
- -Proficient in recruiting candidates from all levels Junior Level to Senior Level..
- Involved in end to end recruitment process which includes manpower planning, sourcing resume from job portals, referral.
- Maintaining employee personal files & preparing documents such as offer letter, appointment letter, transfer letter, Increment letter etc.
- Creating MIS reports & other statements with a view to apprise management of process operations and assisting in critical decision-making process
- . Coordination in interview, taking personal interviews and salary negotiation
- . -Experience in IT and ITES Recruitment
- Coordinated with various manpower consultants to procure resources for its operations across India, general screening of the candidate's profile, short-listing them for the interviews, worked on portals.

Bajaj capital as Asst. operation Executive

July, 2014 till Feb, 2015

- ☐ Assisted the operation manager in planning, directing and coordinating the daily activities of the organization.
- ☐ Managed the expenses and revenues to constraint the budget.
- ☐ Handled the responsibilities of maintaining the standards of quality control and sales level of the organization
- ☐ Performed the tasks of conducting training for new employees to achieve performance standard
- ☐ Assigned the tasks of generating proprietary documents like employment handbook and business plan
Performed other essential tasks as required.

Policy Bazaar.Com As Customer Relation Sales Executive.**March, 2014 till June, 2014****Key Result Areas:**

- ☐ Extensive experience in Life, Health, Disability, Property, and Casualty insurance, including industry regulations, procedures, and plans
- ☐ Excellent sales skills with a proven record of successfully attracting and sustaining new clients.
- ☐ Knowledge and ability to devise complete insurance plans and policies for customers.

Utkarsh Microfinance as H.R. executive and insurance officer.**May, 2013 till Feb2014,****Key Result Areas:**

- Handling entire recruitment process and database management
- Scanning of CVs from Job Portals, and identifying the candidates who match with the requirements of the organization.
- Working as a strategic business partner to general and upper management; providing guidance on how to best drive employee engagement and productivity while limiting legal risk exposure through strong knowledge of employment law
- Initial screening of candidates through telephonic interviews.
- Creating and maintaining effective and efficient database.
- Client Co-ordination & Co- ordination with the team.

INDUSTRIAL TRAINING

- **Worked with Gati Logistics As a Mgt Trainee in Mumbai.**

ACADEMIC QUALIFICATION:

DEGREE/COURSE	BOARD/ UNIVERSITY	YEARS	PERCENTAGE
Management of Business Administration	Jiwaji University	2010-2012	70%
Bachelor of Business Administration	Purvanchal University	2007-2010	64.04%
Higher Secondary	C.B.S.E. Board	2006-2007	59%
Secondary	C.B.S.E. Board	2004-2005	50%

IT Skills

Well versed with Windows XP, Windows 10 and MS Office (Word, Excel and PowerPoint-2020).

PERSONAL DETAILS

Date of Birth: 14th Apr 1989

Father's Name: Mr. Sharat Mukherjee

Current Location: 1770/7 Govindpuri Extension Kalkaji, New delhi.

Languages known : English, Hindi,

Hobbies : Listening Music,Dancing,Travelling.

