

Curriculum Vitae

**Namrata
Sudan**

Permanent Address

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Born

September 28, 1995

Soul Status

Unmarried

Communicability

Hindi, English

Nationality

Indian

Skills

- ✓ Comprehensive problem solving abilities.
- ✓ Excellent communication skills
- ✓ Talent acquisition.
- ✓ IT/Non IT Recruitment.
- ✓ Benefits Negotiation.
- ✓ Performance Management.
- ✓ New Employee Orientation.
- ✓ HR Policies.
- ✓ Employee/Stakeholder Relation
- ✓ Team Management

Objective

To make optimum utilization of my knowledge, skills and experience, utilize opportunities effectively for the growth of the company and self.

Summary

Strategic HR Specialist offering 4 year(s) of progressive managerial experience. Skilled in driving smooth implementation of HR policies, procedures, regulations and system. Passionate about optimizing staff performance, allocation, motivation and cost efficiency, Strong leader, dedicated and driven with history of success in establishing top performing global HR platforms. Result focused Recruiter capable of sourcing candidates ranging from entry level to high level.

Work Experience

1. Company: Ritaum Info Solutions Pvt Ltd (<https://www.risglobal.in/>)

Designation: HR Executive

Duration: Jan'2020-March'2021

Roles & Responsibilities:

- Sourcing & Headhunting candidates via variety of methods, including Social media platforms, Online recruitment portals, Campus hiring etc...
- Reviewing job applications to identify potential candidates and conduct telephonic, skype and face to face interviews.
- Negotiating with candidates for offer & Remuneration acceptance and conducting employee onboarding.
- Checking Employees, Reference through various sources (Consultants, Direct phone calls and Emails)
- Communicate with potential hires to provide clarity on expected tasks, compensation and policies.
- Issuing offer letters, joining letters, relieving letters, warning letters, appraisal letters etc...
- Monthly Attendance calculation, late comings & maintaining leave records.
- Maintain employee files and records in electronic and paper form.
- Assist senior management with making key decisions by developing and submitting performance and compensation reports of employee with status updates and improvement recommendations.
- Collaborate with management to build and implement effective, modern employment policies.
- Coordinate office activities and operations to secure efficiency and compliance of company policies
- Actively participate in and drive the continuous improvement culture, identifying and eliminate barriers to accuracy, productivity and quality.
- Adept at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment.

2. Company: LogicTech Solutions Pvt Ltd (<http://www.logictech.in/>)

Designation: HR Executive

Duration: August'2018- Jan'2020

- ✓ Payroll Coordination.
- ✓ Vendor management.
- ✓ Benefits Administration.
- ✓ Employee engagement
- ✓ Event Management

Assets/ Competencies

- Work efficiently with people of diverse culture.
- Fast learner, adapt well to change and pressures in workplace.
- Hardworking, Re-frame problems as lesson.
- Maximize potential and improve weaknesses.

3. Company Access Corporate Solutions

Duration: Jun'2017-May'18

Position: Recruitment Executive

Roles & Responsibilities:

- Screening resumes of the candidates based on job description available.
- Shortlisting resumes based on several search factors such as matching skills, recently updated resume, location, experience, previous employees etc.
- Calling the shortlisted candidates to know their interest about job opening.
- Convincing candidates to attend the interviews.
- Finalizing interview schedule.
- Follow Up.
- After interview sharing feedback to the candidates.
- Also responsible for In-house recruitment & selection from sourcing to closing profiles. (Naukri and LinkedIn)
- Selection Process: Taking telephonic and initial round of face to face interviews.
- Joining Formalities: Offer letters, Appointment Letters, Relieving Letters, Experience Letter etc..
- Induction & Training: Design a structured induction & training program for all new joiners and make them understand the company ethics and culture.
- Maintain & Update the Daily/Weekly/Monthly report in excel.
- Salary negotiation with candidates as per the company norms.
- Willing to take up additional responsibilities.
- HR Policies: Convey the policies and rules to the employees
- Office activities: coordinate office activities and operations to secure efficiency and compliance of company policies.
- Employee Database management (Soft & Hard Copy)

Clients:- Uflex Ltd, Total Oil India Pvt Ltd, PNB Housing, Roop Automotives, India TV, Total Oil India Pvt Ltd, Valvoline Cummins, Sealed Air, Umang Dairies (JK Group) etc..

Freelance Work

- Company: Excel Career

Duration: January 2016 to January 2017

Clients: Ecom Express, Max Life insurance, Food Panda, Magicbricks, NDTV, Total Oil India Pvt Ltd.

Internship

- Company: Timesjobs.com

Duration: 2 Months

Educational Background

COURSE	SCHOOL/COLLEGE	BOARD/UNIVERSITY	YEAR
HIGH SCHOOL	Kendriya Vidyalaya Andrews Ganj	CBSE	2011
INTERMEDIATE	Kendriya Vidyalaya Andrews Ganj	CBSE	2013
BBA/GDBM	New Delhi Institute of Management	Mysore University/NDIM	2016
MBA/PGDBM	Institute of Chartered Financial Analysts of India	ICFAI University	2020

Declaration

I hereby declared that all the above written particulars and details are true to the best of my knowledge and belief and can be proven, Whenever Required.

Place:
(Namrata Sudan)

Date: