

SETU RAJVANSHI

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Seeking assignments in HR Management /Administration with a growth oriented organization.

PROFESSIONAL SNAPSHOT

A result oriented professional with **more than 8 years** of experience in **Resource Management HR**. I aspire to be a successful Human Resource Management professional, by capitalizing my abilities to forge inter-professional relationships, enhance my professional skills at work, strive for perfection, and acquire intelligence on latest trends. Expertise in **Recruitment** and **HRD** geared towards optimizing knowledge and recruiting efficiencies of client organizations. Resourceful at maintaining relationship to achieve quality service norms by resolving service related critical issues. Proven skills in developing & streamlining systems with proven ability to enhance operational effectiveness and meet operational goals within the cost, time & quality parameters.

A keen communicator with strong communication, planning and relationship management skills.

SKILL SET

- Strategic Planning - Product Management	- Analytical Competence - HRD	- Client Relationship Management - Team Building
- Imparting Programs	- MIS / Report	- Liaising & Coordination

ORGANIZATIONAL SCAN

1. Working as AM- Talent Acquisition at Unnati Recruitment Firm from Jan 2020 to till date.

- Handling end-to-end recruitment life cycle(Both Non-tech & Technical recruitment).
- Planning and successful execution of recruitment strategies for niche Skills, Understanding Job requirements.
- Sourcing profiles from various recruiting sources like: - Job Portal(Naukri, IIM Jobs, Hirist, Cutshort, AlmaConnect etc.), Employee Referrals, and LinkedIn Recruiter, Vendors, Social Media.
- Scheduling and coordination of interviews between the hiring manager and the candidate.
- Salary negotiation with the selected candidates.

- Taking Care of offer release and documentation and BGV.
- Follow up with the candidate's post-offer stage and keep them warm to ensure offer conversion.
- Organizing interviews, co-ordination with interview candidates
- Conducting the preliminary interview Co-ordination with technical and non-technical panels.
- Maintaining & updating of the Interview database for all candidates contacted and attended interview.
- Ensuring effective implementation of plans for aligning HR with the core business.
- Management utilizing my strength and skills in communication, process & client management, team handling and client relations.

2. Sr. Executive-HR at Shree Baidyanath Ayurveda Bhawan Pvt. Ltd. Since August'17 till Jan'19.

Key Deliverables:

- Manpower Budgeting & Planning
- Implementation & updation of HR Policies & System, Organization Chart, Defining KRA's etc.
- Compensation structure finalization/Salary Restructuring & review
- Performance Appraisal Process
- Talent Acquisition: Responsible for recruitment & selection, new joiner Orientation, Compensation fitment, salary negotiation, selection Process.
- Talent Management: To create a sustainable leadership pipeline & execute succession planning of high performance to develop & retain them with organization & reinforce the culture of merit & values.
- All India recruitment (Across all level) Coordinate with source of recruitment (Job Portal, employment agencies, advertising agencies, colleges & websites) & developing new sources.
- Job Description & Evaluation
- Completion of joining & Exit Formalities
- Managing Insurance- Mediclaim & group personal accident policies in the company.
- HR coordination, Analysis/ HR-related projects with research working.
- Employees Relationship Manager

1. Sr. HR Generalist at Natures Essence Pvt Ltd. From March'14 to August'17

Key Deliverables:

- Initiated and prepared necessary MIS files for record keepings in the organization.
- Improved work flow and system in the organization.
- Preparing and implementing various policies as and when required by the management.
- Preparing HR Induction Manual for the organization.
- Modifying & improving various forms & formats previously used in the organization like Leave Form, New Joining Form etc.

- Grievance handling
- Looking after entire Payroll process independently of approximately 850 employees.
- Preparing various monthly reports on payroll issued to employees state wise.
- Looking after entire MIS of the organization like salary file, increment file, employee ID file, employee data file, new joiner file etc.
- Posting various ads on Naukri portal for various positions & screening, shortlisting & taking interviews of candidates against various open positions in the organization.
- Taking interviews of candidates for various positions in the organization.
- Taking care of Induction & Orientation of new joiners.
- Looking after Confirmation of the employees and accordingly issuing letters to them.
- Preparing letters like Offer Letters, Appointment Letters, Increment Letters, Relieving Letters, etc. And issuing to employees.
- Blocking funds for salary transfer.
- Preparing Transfer Letters against salary credit at HDFC & OBS banks and coordinating with banks for the timely salary credit.
- Also involved in Expenses Checking for the Pan India Employees & releasing the same in the given time period
- Well versed in Tally for the HR related accounting & record keeping purposes.

2. HR Executive at GLOBAL PACIFIC SHIPPING AND MARINE SERVICES From June'12 to October'13

Key Deliverables:

- Analysis of manpower requisition.
- To counsel candidates.
- To co-ordinate with academics or admission.
- Design and implementation of processes to ensure smooth inflow of human resources.
- Screening, Sourcing and short listing of profiles through Job Portals
- Organizing interviews, co-ordination with interview candidates.
- Conducting the preliminary interview.
- Maintaining & updating of the Interview database for all candidates contacted and attended interview.
- Ensuring effective implementation of plans for aligning HR with the core business.
- Management utilizing my strength and skills in communication, process & client management, team handling

- Indulge in quality analysis of the employees workings.
- Daily update from branch office.
- Continuous update of records and scanning all the documents.
- Responsibility of reviewing and managing office budget and expenditure.
- Analyzing the attendance and regularity of employees in the organization.
- Indulge in training and development for trainee employee's soft skills.

3. HR Consultant at ETHICAL MANPOWER CONSULTANTS From May'11 to June'12.

Key Deliverables:

- ☐ Coordinating with cross-functional departmental heads for assessing their manpower requirements.
- ☐ Analysis of manpower requisition.
- ☐ Design and implementation of processes to ensure smooth inflow of human resources.
- ☐ Screening, Sourcing and short listing of profiles through Job Portals
- ☐ Organizing interviews, co-ordination with interview candidates.
- ☐ Indulge in training and development for trainee employees soft skills.
- ☐ Conducting the preliminary interview Co-ordination with technical and non-technical panels.
- ☐ Maintaining & updating of the Interview database for all candidates contacted and attended interview.
- ☐ Interfacing with recruitment companies for selection of appropriate candidates and forwarding vital information about the position requirements and associated remuneration and privileges.
- ☐ Ensuring effective implementation of plans for aligning HR with the core business.

COMPUTER PROFICIENCY

Well versed in Windows-98, XP & MS-DOS. Proficiency in entire MS-Office Suit. Sound understanding of Internet Tools.

SCHOLASTICS

- ☐ 2012**MBA** from Sikkim Manipal University
- ☐ 2010**PGCM**(Retail)All India Management Association New Delhi
- ☐ 2010**PGPM** (Post Graduate Programme) in Management from Cosmic Business School
- ☐ 2009Bachelor in Arts (English) Guwahati University, ASSAM ,India

BEYOND CURRICULUM

- ☐ Basic knowledge of Computers
- ☐ Participated in Various Competitions at School Level & got Certificates.

PERSONAL DOSSIER

Date of Birth : 2nd November 1988.
Place : Delhi