

Prity Bala

HR cum Admin Executive - Nysst Pesto services pvt ltd

Delhi, Delhi

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9168355133

- HR professional with Around 5 Years of rich experience in End to End Recruitment.
- Handling walk-ins, and Client/Candidate relationship management.
- Experienced in handling end-to-end recruitment for the Business Units.
- Hardcore experience in head hunting, referencing, vendors and Internet based tools (Job Sites), Internal Databases, Personal references.
- Recruited on almost all spheres of IT skills for junior, senior and middle management levels.
- Experience in handling walk-ins with huge strength.

Work Experience

HR cum Admin Executive

Nysst Pesto services pvt ltd - Pune, Maharashtra

April 2014 to August 2019

Reporting to: Director

Responsibility Handle

- Involve in full recruiting life cycle & end to end recruitment.
- Taking Interview, hiring & employee relation in department
- Documentations of new joiners.
- Release Offer letter and Appointment letter.
- Experience in all types of Media Advertisements.
- Check and calculating all the salary file.
- Maintain employee's record and files (Online & physical copies of the record)
- Handle quality Control & employee communication.
- Handle Administrative Duties such as Internal Memos/ Notices & Maintaining all Official Records.
- Handel all the Maintenance Activities & Coordinating with Facility Providers.
- Ordering Office Stationary Supplies.
- Handle Office Stationary (Control & Management)
- House Keeping.
- Organize and Schedule the meeting.
- Handle Responsibility under the Indoor & Outdoor Courier.
- Greetings Client & Maintain Relation with Client.
- Handel Travelling & Petrol Allowances on the daily basis.
- Tracking all the Numbers given to the Field Operator and BDO.
- Maintain Attendance of all office staff.
- Manage all Phone lines connection

HR Executive

SMT HR Management

September 2013 to January 2014

Reporting to: Director

Responsibilities Handled

- Worked as a Sr. Hr Recruiter responsible for hiring for Pan India.
- Full execution of the recruitment process (including job posting, phone interviewing, job interviewing, regular communication with candidates and managers) including the recruitment administration.
- Sourcing and Validating of CVs for mid to senior levels of Management.
- Co-ordinate with clients regarding their requirement.
- Making lineup and follow up the candidates till their joining.
- Maintaining CV Data base.
- Prepared MIS reports on daily basis.

HR Executive

Aspire Info

January 2012 to August 2013

Reporting to: Resourcing Assistant Manager

Responsibilities Handled

- End to end recruitment- Handle the client, maintain relation with clients, Gathering requirements, Sourcing,

Interview coordination & Offer generation.

- Understanding the requirement from the client for IT and Non IT also.
- Distribute the requirement to recruiters and coordinate with them.
- Searching through Job Portals
- Short listing the resumes
- Headhunting to find the right candidate
- Conducting / Scheduling Technical Interviews (Internal and with Client)

Preparing the Database

- Preparing the weekly and monthly reports
- Coordinated the Billing / Invoicing for the Project.

Recruitment for the following Posts

For Technical clients - Team Leader, Senior Developer, Jr Developer, Dot net developer, Web designer, graphic designer, Assistant Manager etc.

Education

Bachelor Of Arts

Patna University - Patna, Bihar

2008

Skills / IT Skills

HR payroll ,admin

Additional Information

Communication, Negotiation Skills, Leadership skills, always on par with the current technology and industry trends.

TECHNICAL SKILLS

Computer Proficiency:

Operating Systems: MS Windows Xp, 98, 2000,

Packages: MS Office (MS Word, Excel, Power Point, MS Outlook.)

SUMMER / WINTER INTERNSHIP

Organization: Pepsi co

Duration: 2 Month

Project Title: Employee Satisfaction survey on Performance Appraisal.