

Arti Suri

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**An HR professional with an experience of 5+ years in to the Corporate Sector.
Aspiring for challenging assignments in Human Resource Management with an
organization of repute ~ Skilled in handling entire gamut of employee life cycle within
an organization**

Career Summary:

- 5+ years of corporate experience in performing complete HR functions
- Oversee an organization's recruitment, interview, selection, and hiring processes
- Plan and coordinate an organization's workforce to best use employees' talents
- Link an organization's management with its employees
- Advise and guide managers on organizational policies
- Coordinate and supervise the work of specialists and support staff
- Handle staffing issues, such as mediating disputes and directing disciplinary procedures
- Extensive use of internet search engines to locate and attract suitable candidates.
- Proficient in conducting employee onboarding and orientation programs.
- Help in planning various training & development programs across the company for better employee engagement & improved performances.
- Ensuring proper implementation of various HR policies across the company.
- Coordinating with various department heads for their talent requirements.
- Proficient in conducting the exit interviews and using the feedback for the overall improvement of work culture.
- Developing various reports for management which make it easy to make decisions regarding the current & future human resource planning.

AREAS OF EXPERTISE

**- Recruitments & Selection – HR Generalist Activities- Performance Management-
HR Policy Execution -On Boarding- Orientation- Employee Engagement &
Motivation- Salary negotiations- grievance handling**

- Training & Development - Employee Relations / Welfare - Talent Pool Selection

**- MIS Reports - Competence Mapping - Statutory Compliance- Excellent
Communication & Interpersonal Skills**

Work Experience:

**Current Organization: Magic Solutions,
Ghaziabad**

Duration: January 2017 – Till Date

Designation: Manager HR

Responsibilities:

- Executing the entire gamut of tasks in recruitment encompassing sourcing, screening, selection and appointment.
- The position includes duties such as: posting and advertising jobs, reviewing job descriptions, screening online applications, scheduling interviews, collecting personnel documentation, conducting reference checks, negotiating offers and proactively building the talent pipeline
- Carrying out induction / orientation program to the new recruits
- Updating all new staff details in the company database
- Interfacing with management for implementing HR policies & procedures in line with core organizational objectives
- Developing & maintaining MIS reports and other operation reports which involves processing daily attendance, updating leave records, permission slips, etc.
- Ensuring adherence to the statutory compliance with respect to company norms
- Participating in making various HR Policies and Procedures
- Doing all work related to HR operations and administration
- Responsible for both joining and exit formalities.
- Formulate, Develop and Upgrade policies and practices.
- Formulate Job Descriptions
- Involved in Performance appraisal activity of all the employees.
- Involved in improving Employee Relations and Engagement.
- Resolving grievances, disputes and guidance to line managers on employee services and counseling.
- Working towards improving the overall work environment within the company

Previous Organization: Koenig Solutions Ltd.

Delhi

Designation: Executive-HR

Duration: Mar 13 -Till Jan 15

Responsibilities:

- Working in the Talent Acquisition vertical, managing recruitment on a PAN India basis, across all levels and domains (both IT and Non-IT)
- Searching candidates according to the requirement through various recruitment methods such as Portals, Recruitment consultancies, Head Hunting and References.
- Conducting and coordinating walk – in interviews at various stages from Entry to Managerial Level.
- Conducting Preliminary interviews, scheduling and coordinating further rounds with the group heads.

- Issuing Appointment letters and collecting the testimonials from the new joiners.
- Introducing the new joiners to the respective Heads and other Team Members and Regularly interacting with the new joiners and making them feel comfortable in the new environment
- Conducting Induction Training for the new entrants and Training & Development sessions for the current employees.
- Exceptional relationship building skills.
- Ability to collaborate cross-functionally.
- Excellent written and verbal communication skills and confidence communicating to a variety of levels across the organization.
- Strong organization skills and attention to detail.
- Strong written and verbal communication skills.
- Demonstrated ability to manage multiple priorities across diverse groups.
- Ability to negotiate and influence effectively across the organization.

Previous Organization: Rally Solutions Pvt. Ltd.
(Parent Company: Vedas Infoline Pvt. Ltd.)

Delhi

Designation: HR Executive

Duration: Jul 12 to till Feb 13

Responsibilities:

- Sourcing of relevant candidates through job portals, networking, job postings and references
- Initial screening of candidates, scheduling interviews & conducting initial rounds of interview.
- Follow up with managers to understand their human resource requirements.
- Coordinating and arranging the meeting schedules of the prospective candidates and the concerned hiring managers/HR manager
- Coordinating and lining up interviews
- Receiving and communicating feedback to the candidates and following up with the candidates till they finally join the company.
- Salary Negotiations
- Maintain and update status of all ongoing positions and preparing MIS reports on weekly and monthly basis.
- Talent Management (Keep records of the candidates and find appropriate opportunities for them).
- Maintain, manage and update the database of the company.

Educational Qualification

Qualification	Institute / Organization	Board / University	Year	Percentage
PGDM	Dr. Gaur Hari Singhania Institute of Management & Research, Kanpur	AICTE	2009-2011	66%

B.Com.	Pandit Prath Nath Degree College, Kanpur	CSJM University, Kanpur	2009	65%
XII	St. Joseph Sr. Sec. School, Kanpur	CBSE	2006	82%
X	St. Joseph Sr. Sec. School, Kanpur	CBSE	2004	77%

*Successfully completed a course in **NIIT Swift Basic**

Interpersonal Skills

- Excellent command over English (both spoken & written)
- Dynamic, hardworking, result oriented PGDM
- Detail-oriented, with proven analytical skills; can handle multiple tasks, possess good written, oral and interpersonal skills that are required by an HR professional.

Personal profile

- Name : Arti Suri
- Spouse's Name : Kartik Suri
- Date of Birth : 9th January 1989
- Languages Known : English & Hindi
- Nationality : Indian