

Mayuri Vichare

HR Professional

Contact Number:

9717139247

E-MAIL:

mayurivichare94@gmail.com

SPECIALIZATION:

- Talent Acquisition(IT)
- Admin
- Vendor Management
- Employee Grievance

EDUCATION:

- **MBA- ICFAI UNIVERSITY (2018) - Human Resource**
- **GRADUATION- UNIVERSITY OF DELHI (2015) - BA (PSYCHOLOGY HONS - Organizational Behavior)**
- 12TH CBSE (2012)
- 10th CBSE (2010)

PERSONAL INFORMATION:

Date of Birth: 03 Jan 1994
Father Name- Lt. Mr. Yashwant Vichare
Gender: Female
Nationality: Indian
Current Location: New Delhi
Marital Status-Unmarried

REFERENCES:

On Request

iTech Mission Pvt. Ltd. – New Delhi

HR Admin Specialist – March 2020 till Present

About: An ISO certified social impact technology labs focused on design and development of technology tools for public good. They have worked in over 100 countries for International organizations like UNICEF, UNFPA, UNDP etc.

- Responsible for handling end to end recruitment.
- Led entire recruitment process including sourcing strategy; requirement gathering; posting; short listing; interviewing; rolling out offers; managing and delivering inductions to the new hires.
- Responsible for employee documentations and personal file management.
- Sourcing best talent for IT profiles such as JAVA Developer, MEAN Stack Developer, UI/UX Designers, UI Developers, Data Analyst..
- Preparing attendance and leaves on monthly basis for the smooth release of employee remunerations.
- Serve as a liaison between the management and employees during disciplinary action and dispute resolution.
- Keeping healthy relationships with each vendor and assuring quality services from vendors and managing precise records for each vendor.

Technicia Global Services Pvt. Ltd. – New Delhi

Human Resource Executive - August 2019 till January 2020

About: Technicia Global Services, a Delhi-based IT Development company with clients spread worldwide. A technology led company that provides end to end solutions for website development, design, marketing, UI/UX design and branding.

- Managing complete recruitment life cycle from screening of resumes, scheduling interviews and interviewing candidates.
- Sourcing best talent for IT/ Non IT profiles such as iOS Developer, Android Developer, PHP, and Business Development Manager Etc.
- Hiring through different web portals such as Naukri.com, Indeed, LinkedIn and also referring to internal database, employee referrals etc.
- Generating various letters for example, Offer Letter, Joining Letter, Confirmation Letter, and Relieving Letter.
- Managing leaves and attendance records for each month.

Apptology Technologies pvt. Ltd. - New Delhi

Human Resource Executive -May 2018 till July 2019

About: Apptology is a CMMI-3 Accredited Web & Mobile Technology company. Our software development center and HQ is located in Delhi. They have offices in US, UK and Dubai. Their clients include HP, SIEMENS, CBS, Disney, Pfizer, Wingzone and others.

- Responsible for sourcing the best talent for iOS, Android, Web Develop, HTML, System Admin, Project Managers etc.
- Recruited from various Web portal and internal employee referrals.
- Keeping records of leaves and attendance using Biometric.
- Organizing and celebrating different festivals and events for employee engagement.
- Organizing and conducting interviews in a structured and systematic way for hiring best professionals.
- Responsible for completing the joining and exit formalities.
- Handling pre and post verification of the employees.

Internship- Cube Services

HR Recruiter (February 2018 to March 2018)

- Recruitments from various Web portals and employees referrals.
- Screening & short-listing candidates profile as per client requirement.
- Coordinating with candidates for interview & conducting telephonic interview before short listing candidates.
- Doing recruitment for IndusInd Bank, Kotak Mahindra, Hindustan Times, Aditya Birla positions like Executive level to Sr. manager level.
- Providing overall holistic information to candidates about the company and position.
- Arranging for personal interview after short listing of the desired candidates as per the client requirement.
- Coordinating with the selected candidate and client after final interview.
- Maintaining daily reports such as interview status reports, closure reports & feedback reports.