

# Anushruti Negi

**Actively looking for Job. Can join immediate.**

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7895349704

To invest in professional work driven environment where I can utilize and apply my knowledge, skills and experience which would enable me to grow ensuring the growth of the organization.

#readytowork

Willing to relocate: Anywhere

## Work Experience

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### HR Coordinator

Vestas Wind Technology India Pvt. Ltd

April 2017 to March 2020

#### Job Responsibilities

- Work closely with management and employees to improve work relationships, build morale and increase productivity and retention.
- Responsible for end-to-end recruitment process.
- Taking care of mass/volume/bulk hiring and campus hiring. Coordinating with institutions and consultants for recruitment drives.
- Responsible for employee orientation, onboarding, joining formalities and plant visit.
- Responsible for creating master data records in HRMS for new hires.
- Maintaining and regularly updating master database (personal file, personal database) of employees.
- Preparing and circulating weekly & monthly head count report, onboarding report, induction report.
- Routine handler of software applications - SAP SuccessFactors - employee central and employee interaction center.
- Provide assistance to managers on the use of various HRIS, including Manager Self Service portal, MYP&C and Employee Central.
- Responsible for Exit Management, conducting Exit interviews, issuing relieving letter & service certificate.
- Handling employee grievances and queries. Expert to provide HR Solutions to employees inquires. Escalate to the right level depending on the nature of the grievance or issue.
- Issuing bonafide certificate to concern employees and other employment certificates based on requests such as COE & Address proof, confirmation letters.
- Assisting payroll department by providing relevant employee information, like absenteeism, sick days and work schedule.
- Handling general admin contract labour, housekeeping, transportation, telephones and stationary.

- Coordinated and scheduled all pre-employment screenings for new hires. Managed background check process and pre-employment medical checkups.
- Looking after the health, safety and welfare facilities of the employees.
- Responsible for recording, maintaining and monitoring attendance to ensure employee punctuality. Monitored and recorded employee time sheets and leave requests.
- Arranging travel accommodations and process expense forms.
- Responsible for reviewing and maintaining HR Knowledgebase page (KB) regularly.
- Maintaining HR records, such as those related to compensation, health and medical insurance.
- Taking care of mandatory code of conduct and eLearning courses, behavioral and grooming session training for all new joiners. Helping them to understand workplace behavior and etiquette. Also, ensuring all training related data is properly uploaded to learning management system.
- Conducting and handling employee satisfaction surveys, great place to work surveys. Closely working with support range of India and other ASP countries.
- Responsible to develop the Vestas brand through advertising, promotion, and community involvement with recruitment focused local events.
- Part of implementing team of "We Care" program successfully. Communicating and explaining the organization's HR policies to the employees.
- Built and maintained company-employee relationship through phone and in-person meetings to ensure satisfactory understanding of company needs as well as candidate career goals.
- Possess strong work ethic and able to interact with senior management.
- Organizing parties & wishing staff with birthday cards & gifts. Responsible for sending messages of birthdays and festivals.
- Handling HR Shared activities tasks assigned by HR Business Partners, HR Director and HR Service Desk Manager.

## **Senior Consultant**

Global Hunt India Pvt. Ltd

November 2016 to March 2017

### **Job Responsibilities**

- Responsible for end-to-end IT recruitment along with pre-joining formalities and background checks.
- Managed 360 degree recruitment process and worked closely with Hiring Managers.
- Successfully hired qualified candidates through established recruitment processes.
- Handy in using sourcing tools and techniques (job boards, internal database, LinkedIn, Boolean, referrals, websites, social media and networking events to attract qualified candidates).
- Taking care of pre-joining formalities like, fixing pre-medical checkups and collecting documents and following up on updating them on clients tool.
- Conducted job and task analyses to document job duties and requirements.
- Identified future hiring needs, designing job descriptions and filling paper work.
- Client - Reliance Jio, Reliance communication & Reliance Industries.

## **Senior Recruitment Consultant**

Interactive Manpower Solution Pvt. Ltd

June 2014 to October 2016

#### Job Responsibilities

- Taking care of IT (Technical) Recruitment.
  - Working as a Senior Consultant for live requirements from priority client.
  - Sourcing profiles through job portals, LinkedIn, job posting & company database & screening the CVs and conducting HR validation.
  - Conducting preliminary interviews & short listing.
  - Discussing about the challenges and issues of requirements with client on daily basis. Understand client's requirements, process and updates and briefing the same with the team members.
  - Maintaining the database of the resumes sent, interviewed and the feedback received for the respective departments.
- Holding database for immediate & future requirements.
- Deliver Recruitment & Selection services to organizations based upon managing Key Performance Indicators (KPI) and Service Level Agreements (SLAs), maximizing efficiency.
  - Managed daily, weekly, monthly report of submittals, interviews and hires.
  - Clients - American Express, Wells Fargo.

#### Education

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##### **MBA**

Uttarakhand Open University

2018

##### **B.Tech**

Uttarakhand Technical University

2014

#### Skills / IT Skills

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- Recruitment, Onboarding, Joining Formalities, Induction, Employee Engagement