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# **Priyanka Vilas Shinde**

# **Mobile -**+91 9960153903 [**priyankashinde2702@gmail.com**](mailto:priyankashinde2702@gmail.com)

# **CAREER OBJECTIVE -**:

To perform a challenging position in a progressive Organization using my analytical thinking to the best of my ability combined Managerial and Technical skills for the benefit of the Organization’s growth and goal as well as to attain my professional goal.

# **SKILLS - :**

Communication Skills, Offer Rollover Process, Payroll, Employee Engagement, Database Management, Documentation, Employee Relations, Drafting Letters, Functional Skills, Interview Scheduling, Multitasking, Negotiating, Newsletter, Organizing, Policies and Procedure Development, Recruitment, On Boarding, Research and Team work.

# **EXPERIENCE PROFILE - :**

1. Citi Bank, Pune Via PeopleStrong HR Services Pvt. Ltd

“Senior Recruitment Associate”

Operations and On Boarding (August 2017 – Till date)

* **Responsibilities :-**
* **Resource Requisition (RR**) – Creation of RRs as per request from Hiring Managers, Modifying RR’s, RR Clean up (Deletion, Hold/Un-hold, and Creation), RR related queries on TALEO.
* **Offer Rollover Process** – Submission of Documents, Create and Update Candidate’s profile on Taleo, OLF Approvals, Send Candidature for HR Feedback and Interview process, Interview Feedback from Hiring Manger, Offer Letter generation, Creation of e-offer in TALEO, Approve and Extend the e-offer to the Candidate, Process of E-offer I2 successfull stage to Hired and External, Trigger Documents for Vetting process through NHP and FADV and approve the same.
* **Co-ordination** – Hiring Managers – Interview Feedback, HR and Recruiters – Queries related to Requisition or Candidates profile, Candidate – Submission of Documents, Confirming their Date of Joining, Salary discussions and any other issues related to Offer.

**Human Resource Shared Services (**Team located at APAC region) : Processing of E-offer, Resolving queries from HRSS related to the Candidature, Offer process.

* **Payroll** – Maintaining Payroll details, Updating the Payroll sheet of new joiners and forwarding the same to the Payroll Department for further procedure.
* **Database** – Onboarder Book Worksheet (OBW), New Joiners Report, Payroll Sheet.
* **On Boarding** – Regular Communication with the new employee, Provide clear expectations, direction, coaching and performance feedback, Connect the new employee with key information, resources and people within the organization, Manage new hire orientation programs and other resources in support of the onboarding process
* **Internal Job Postings** – Process Offers Internally on TALEO.
* **Offer Release** – Updating and Submission of Offer Release sheet to the On Boarding and BGV Team (FADV) for further procedure.
* **Duplicity check** for Employee Referral and Consultancy (Vendor) Submissions- TALEO.
* **Policy -** Sharing Policies while processing the Offer on Taleo.
* **Additional Skills –**
* Conceptualizing & implementing policies for management of available human resources
* Developing systems & measurable Processes thereby ensuring high quality delivery and to create high performing work systems
* Design and implementation of HR systems and automation of HR processes, Implementation of HR Applications – HRMS, Employee Service/Helpdesk modules, Attendance Regularization System, Online Pre-Joining & Joining, BGV Online Dashboard etc
* Ensuring all the necessary approvals for the roles have been gained.
* Managing the release of roles through the system to the relevant sourcing channels according to SLAs and as advised by the Resourcing Partner.
* Managing candidate dispositions in the Client’s recruitment system.
* Ensuring all candidate contact reflects the Client’s brand and values
* Ensuring the smooth running of the recruitment administration processes
* Ensuring all administration procedures and processes are fully documented for the on-site team
* Working to set time frames for daily and weekly deadlines and have attention to detail
* Maintaining all central inboxes and help lines as required and that all queries are responded to within SLA.
* Ensuring correct data is maintained in Recruitment Systems and paper files through regular auditing and archiving

1. HSBC Software Development (India) Pvt Ltd, Pune Via Allegis Global Solutions Pvt. Ltd

HR Operations Executive (February 2016 – April 2017)

* **Responsibilities :-**
* **Resource Requisition (RR**) - Transfer RR to TALEO from GMIS, Updating RR sheet, Modifying RR’s, RR Clean up (Deletion, Hold/Un-hold, and Creation), RR related queries. (TALEO, GMIS and GHRS – Softwares used in HSBC)
* **Offer Rollover Process** – Create and Update Candidate’s GMIS account, Offer Letter generation, Update Letter Print (Offer Database) with all the required details, Creation of Offer in TALEO, Approve and Extend the Offer to the Candidate.
* **Co-ordination** – Source Candidates, Evaluate and Screen Resumes, Recruiting tools like Tests (SJT and MeriTrac) to assess Candidate’s skill, Conduct Phone, Skype and Scheduling in-person’s Interview.
* **Projections** – Triggering Candidate as Hired on TALEO for the creation of People Soft Id of the New Joiners by sending the Triggered data to the GHRS Team.
* **Payroll** – Maintaining Payroll details, Updating the Payroll sheet of new joiners and forwarding the same to the Payroll Department for further procedure.
* **Internal Job Postings** - IJP Mapping and Joining in GMIS, Posting Jobs Internally on TALEO.
* **Offer Release** – Updating and Submission of Offer Release sheet to the On Boarding and BGV Team for further procedure.
* **Database Management** – Maintaining RR Reports, GAP Report, GMIS Report, Open Position Vs Offer Made Report, Letter Print (Offer process), Projection, Payroll, IJP data, Offer Release sheet, BGV data and On Boarding data.
* Update External **Job Description** basis request from Recruiter and if needed from Vendor.
* **Duplicity check** for Employee Referral and Consultancy (Vendor) Submissions- TALEO.
* **Employee Referral Bonus –** Processing Employee Referral Bonus to the Payroll team (Every 15th of the month), Validating it from TALEO, whether it is active or in active.
* **Background Verification –** Providing right set of Documents to BGV Team.
* **Policy -** Sharing Policies while processing the Offer on Taleo.
* **Resolving Query –** Catering to various queries of Recruiter as well as Candidate regarding the system or the process.

1. Prolific ITes Services Pvt Ltd, Pune

HR Executive Assistant (June 2013 – January 2016)

* **Responsibilities :-**
* **Employee On Boarding**: Joining formalities, Documentation, Induction, Conducting Orientation and Co-ordination with the internal team.
* **Employee Grievances & Communication:** Resolving Employee queries/issues, drafting internal E-mails for communication.
* **Employee Engagement:** Planning and Organizing Events (One minute games, Festive Events, Master Chef, Potlucks etc.)
* **Letter Management:** Issue Appointment and Confirmation Letter, Reliving and Experience Letters and Arbitrary Letters.
* **Recruitment:** End to end Recruitment Cycle.
* **Exit Management:** Conducted Exit formalities, Exit Interview & Documentation.
* **Miscellaneous:**

1. Provides Payroll information by collecting Time and Attendance records.
2. Submits employee data reports by assembling, preparing, and analyzing data.
3. Maintains employee information by entering and updating employment data.
4. Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
5. Maintains employee confidence and protects operations by keeping human resource information confidential.
6. HSBC Software Development (India) Pvt Ltd, Pune

Bank Representative (November 2012 to April 2013)

* **Responsibilities :-**
  + Maintaining Corporate Salary Accounts and Credit cards.
  + Presentation of Bank responsibilities for a new account in the Induction programof new Joinees.
  + Handling Customer queries for new Accounts, Home Loans, Personal Loans, Credit Cards and Investment etc.
  + Handling Customer complaints & issues.
  + Assisting them to solve their bank related problems.

4) Marhatta Chamber of Commerce Industry and Agriculture, MCCIA

Project Trainee (January 2010 to May 2012)

* Allotted Work:-
  + Worked under a senior staff, handling the project initiatives.
  + It was a lower level job with duties and responsibilities since the senior colleagues were involved in higher level observation or monitoring the projects.
  + To provide Assistance as needed throughout the department.
  + Doing anything from performing Administrative tasks to sitting in meetings, interviews or other sessions.
  + Drafting Official Letters.

# **EXTRA SKILLS:-**

* **C language and Basic MS Office**
* **Soft Skill Trainer (Train the Trainer Course, Pune)**
* **Basic Excel Course from ITEskool, Kalyani Nagar, Pune**
* **Certified Professional Course in Excel ‘Basics plus Advanced’ from Fountain Head, Singhgad Road, Pune**

# **EDUCATIONAL PROFILE:-**

* **Pursuing MBA (Pune University)** from Rajgad Institute of Management Research &Development, Pune
* **Diploma in Software Testing and HP Automation** from **Seed Institute,** Karve road, Pune
* **Bachelor in Agricultural Engineering (B.Tech)** from Rahuri University (K.K.Wagh College of Agricultural Engineering and Research, Nashik)
* **H.S.C. (Science)**, Maharashtra State (S.S.P.M Day School, Shivajinagar, Pune
* **S.S.C.**, Maharashtra State (St. Josephs Convent High School, Pune)

# **Extra Curricular Activities**

* Participated in ‘National Service Scheme’ by completing 240 hours of effective work and 10 days of special Camp.

I hereby certify the above information is true and correct to the best of my knowledge and belief.

**Priyanka Vilas Shinde**