**Khushboo Dhawan**

9999331170 | [Khush\_v92@yahoo.com](mailto:Khush_v92@yahoo.com)

Seeking Higher-level assignments in Human Resource with a growth oriented Organisation of repute that provides me with a progressive and challenging career.

**Profile Summary**

* An HR & operations Professional with 4 years rich experience in HR practices with expertise in end to end recruitment & HR Operations.
* Taking care of end to end recruitment process starting from understanding the requirements shared by the concerned department till post joining formalities.
* Internal documents preparation, content writing, drafting various letters for internal use.
* Taking care of employee engagement and administrative events.

**Professional Experience**

**YES Germany, Faridabad**

**Sr. Executive- HR & Operations December’17 – Till Date**

YES Germany is a 5 years old educational consultancy based in Faridabad, counselling students who wish to pursue their higher education from Germany. With its head office in Faridabad, another branch office is located in Bangalore.

**My Responsibilities include:-**

**Human Resource Management**

* Successfully established in HR Dept.
* Daily attendance & leaves
* HR Database
* Telephonic & face to face intrrviews
* Salary discussions
* Preparing Employee contracts & Appointment letters.
* Internal recruitment through – Naukri, Linkedin etc

**Backed Operations**

* Drafting internal letters & documents
* Resume & SOP making
* Accommodation search in Germany
* Filling student applications in different courses & universities
* Coordination in other administrative tasks

**Social media marketing**

* Handling company’s social media pages directly
* Postings on Facebook, Instagram, YouTube & Linkedin
* To keep a check on leads generated through all social media platforms & sharing the same with the marketing team.
* Coordination in various marketing events

**NovelVox Softwares India Pvt Ltd, Faridabad**

**Sr. HR Executive November’15 – November’17**

NovelVox is a 9 years old young technical savvy company & has been providing Contact Center Optimization Software Solutions to prominent names in the banking and finance, telecom, IT and government sectors. With customer base spread across Asia, Europe, Canada and Middle East, We have R&D office in Faridabad.

**My Responsibilities include:-**

**Talent Acquisition**

* Responsible for End to end recruitment process of the company for all the positions from junior to senior level.
* Preparing job descriptions.
* Searching of profile through job portals (like Naukri & LinkedIn), through employee referrals and head hunting.
* Posting the jobs on various portals.
* Screening profiles in terms of their compatibility with the requirement including technical skills, location, compensation etc.
* Taking interviews – telephonically & Face to Face.
* Coordinating with the consultants for lining up the candidates.
* Follow up on the shortlisted candidates regarding joining, salary expectations, Documentation etc.
* Maintaining & updating the recruitment MIS.
* Conducting the Background verification process of the shortlisted candidates.

**Joining Formalities and Induction**

* Complete Joining formalities as per process.
* Introducing the new Employee in the company.
* Brief the new Employee about the company and the policies, rules and regulations.
* Coordinate with Accounts & Admin to create E-mail id, open bank account, to allot pc/laptop and any other necessary item
* Preparing & maintaining the attendance & leaves for all the employees.
* Updating & Maintaining employees’ data base as well as Employee document file.

**Exit Formalities**

* Process the F & F form.
* Ensure smooth relieving of employees through formal exit procedures.
* Issuing Experience & Relieving letter.

**Other responsibilities**

* Coordination for office parties, birthday celebration of employees.
* Coordination on Appraisal letters & Appraisal data.
* Handling Employee Grievances.
* Organising other Employee Engagement activities – Quiz, fun activities, games etc.

**Careers Unlimited, Faridabad April ’14 – November ’15**

**HR Recruiter**

Careers Unlimited is a professional Management Resource and Recruitment Consultancy, which specializes in fulfilling the Corporate needs of identifying, evaluating, shortlisting and selection of skilled professionals for organizations at Top, Senior, Middle and functional levels.

Our candidates are working with distinction in leading MNCs and Top Indian Organizations and Institutions including Honda Cars, HMSI, Yamaha motors, New Holland India, CNH Capital, Ashok Leyland, Taj Mansingh hotel, Scottish high international school, Sunrise Sports, Wyatt Communications and many more.

**My Responsibilities include:-**

* Understanding Client's requirement and the job description.
* Handling full recruitment cycle.
* Job posting on portals.
* Interacting with candidates to evaluate their communications skills, their suitability and fitment for applied position.
* Searching for relevant resumes on the job portals, naukri, monster, existing database and references
* Preliminary screening and short listing of candidates for the required skill matrix.
* Telephonic interviewing, reviewing and evaluating candidates.
* Coordinating with interview schedules with the clients.
* Involve in salary and joining dates negotiations with clients and candidates.
* Taking regular feedback from both the candidate and the client post appointment.

**Summer Training during BBA**

**Career Launcher, Faridabad January 2013 – April 2013**

**Admission Counsellor**

Career Launcher India Limited (CL) is Asia’s leading education service provider with presence in over 140 locations across India and the Middle East.

As an admission counsellor, I was responsible for:-

* Counselling the students on their career and which subject/course to choose.
* Cold calling for inviting the students for the various seminars conducted
* Post-counselling feedback and evaluation.
* Coordinated with concerned department for the classes and attendance.
* Handling the Database Management
* Taking walk-in enquiries and converting them into admissions.
* Filling up the admission forms, ERP info and depositing the fees.

**Academic Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Course/ University** | **Year** | **Marks** |
| 1. | MBA from Amity University | 2013 – 15 | 65% |
| 2. | BBA from MD University | 2010 – 13 | 66% |
| 3. | Class 12 from APJ School, Faridabad (CBSE) | 2009 – 10 | 87% |
| 4. | Class 10 from APJ School, Faridabad (CBSE) | 2007 – 08 | 84% |

**Personal Vitae**

Date of Birth: September 6, 1992

Address: Sector 16, Faridabad

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

Khushboo Dhawan