**VINAYA ARUN NIKAM**

Mumbai, India

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***HR professional with over 4+ years experience in Recruitment, Resourcing and Employee Engagement.***

***Core Competencies***

***Recruitment Campus Recruitment Employee Engagement Head Hunting Bulk Hiring***

**Organizational Exposure**

* From 09 Aug 2012 – till date

As **Human Resource Consultant** with **Diverse. Mumbai-Recruitment consulting and head hunting firm specialize in providing solutions to Hotels & Retail organizations.**

[www.diverse.in](http://www.diverse.in)

**JOB PROFILE:**

**End to end Recruitment**

* From 22 Aug 2011 – till 31 March 2012

Worked with **Hotel Leelaventure Limited** as Human Resources Executive (Corporate Human Resources)

[www.theleela.com](http://www.theleela.com)

**JOB PROFILE:**

1. **Recruitment Process:-**
2. Prepare Job description for the recruitment.
3. Posting on Job-portals/Sharing with consultants.
4. Short listing the applications received.
5. Interviews Scheduling & Coordination with functional head’s
6. Coordinating the Entire Interview Process (filling up the Candidate Information Sheet, Interview Record Form, Test Paper, Telephonic rounds).
7. Salary Negotiation & Preparation of Compensation breakup, Issuing of Offer Letter, Reference Check.
8. **Joining Formalities:-**
9. Administrating Joining formalities.
10. Preparation of Appointment.
11. Documentation (Employee Personal File Management).
12. Bank Formalities//Request for Employee email ID-ID Cards.
13. Guiding the new recruit to the concerned Functional Head.
14. Coordinating of Training Schedules Program for new joinee.
15. Cash Transaction - Travel Reimbursement
16. **Confirmation Process:-**
17. Intimating the concerned Functional Head about the due dates for confirmation.
18. Processing the Confirmation Letters.
19. **MIS Report Generation:-**
20. Updating of Data base -Offers / Interview Tracker.
21. Handling career section of the company’s website.

* From August 2008 till Aug 2011

Worked with **Diverse. Mumbai-Recruitment consulting and head hunting firm specialize in providing solutions to Hotels & Retail organizations.** As an Assistant Manager HR & Recruitment since April 2011 specialize in doing research and providing complete recruitment solutions to the client.

[www.diverse.in](http://www.diverse.in)

**JOB PROFILE:**

* Understanding requirements, searching the most suitable candidates for the position.
* Recruiting candidates through cold calling, references, job portals etc.
* Developing contacts and using it for recruitment as well as for getting insight knowledge about the company.
* Coordination for interview scheduling.
* Conducting preliminary round of Interview.
* Discussing offer and negotiating the offer with the candidate
* Involved with designing detailed job descriptions and various job portals
* Associated with regular client interactions, follow-ups and relationship building with firm’s corporate clients
* Handle several other HR activities, viz. conducting walk-ins, Campus Recruitment, Issuing offer letters, etc.

**Recruitment and Selection:**

-Recruitment through Advertisements, Job Portals and Walk-Ins, Internal References. -Screening and Scheduling Interviews of candidates. Monitoring and maintaining candidate database.

**Confirmations:**

**-** Keep a track of Employees to be confirmed and ensure that the offer letter is given to the employee on the date of confirmation.

**Personnel functions:**

Coordinating between the corporate offices and HR Department of all Clients.

**Key Account Handled i.e.:**

**Tata Starbucks Limited, Yum Incorporation (KFC, Taco Bell), Boulevard 9 Resort & Spa - Horizon Hospitality Pvt. Ltd, Mirah Group (Citrus Hotels, Man U, Falafels, Rajdhani), Daman Hospitality Pvt Ltd (Thunder Bird Resort- 5 Star Property attached with Casino – Panama Based), Lite Bite Foods – Punjab Grill- by Jiggs Kalra, Travel Food Services (TFS), IPMSL – IL & FS Facility Management Company, Amazon Food Pvt Ltd (Garcia’s Famous Pizza), Entertainment World Development Pvt Ltd etc.**

**Industrial Training**

* From December 2006 till May 2007

Trained in **ITC Grand Central Hotel-Mumbai**.

The tallest hotel in the Mumbai. The hotel is conveniently located in the midst of the business and recreational action. It’s a 242 room s property with two speciality restaurants named Shanghai Club (Chinese Restaurant) & Kebabs And Karries (Indian Restaurant) , Hornbys Pavilion (24\*7 Coffee Shop),Dublin (Bar) Fredrick’s Launge,Point Of View.

* Worked as an Industrial Trainee for the period of Six months in major four departments. i.e.

FOOD PRODUCTION- (Garde Manger Dept.)

FOOD & BEVERAGE SERVICE- (Coffee Shop, Shanghai Club)

HOUSE KEEPING- (Room Attendant)

FRONT OFFICE- (Room Reservation)

**Academic Credentials**

1. Completed Diploma in Human Resource Management from L. N. Welingkar Institute of Management Studies - 2011.
2. Completed Three years Degree Course in Hotel Management From KOHINOOR COLLEGE OF HOTEL & TOURISM MANAGEMENT STUDIES- Dadar in June 2008

* **IT SKILLS:**

Working knowledge of MS-Word /Internet/ Email / Microsoft Outlook/ Power point.

**Extra Curricular Activities / Achievements**

* Won conciliation prize in Rangoli competition organized by The Leela, Mumbai.
* Received an Appreciation letter from the Managing Director of the college Mr. Madhav Konkane (Kohinoor College of Hotel & Tourism Management Studies)
* Participated in BEST MANAGER COMPETITION organized by Kohinoor College.
* Participated in Theme dinner Organized by College
* Participated in Chef Competition & Bakery Competition at college.

**Personal Details**

Date of Birth: 11th April 1985

Languages Known: English, Hindi, Marathi.

Hobbies: Music, Travelling, Drawing

**(VINAYA ARUN NIKAM)**

**References available on request.**