

RINI SARKAR

B Sc, MBA (HR)

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Sector 41,
Noida - 201303

To be part of an organization with a creative environment, which values committed individuals and provides an ample opportunity to use my skills and realize my potential

8+ years of cross functional experience with expertise in:

- | | | |
|-----------------------------|---------------------|------------------------|
| - Human Resource Management | - Analytical Review | - Administration |
| - Client Interaction | - Problem solving | - Logistics management |

Motivational & Mentoring Skills:

- Flexible in working hours
- Problem solving skills
- Friendly and respectable approach towards human resource
- Enthusiasm for change and challenging opportunities
- Quick Learning and grasping ability
- Humble in learning, loyal to work and well natured
- Strive to excel and reach highest goals
- Decision making and positive attitude

EMPLOYMENT SCAN

Ambit Switchgear Private Limited

Noida: EA to Director

Accountabilities:

- Responsible for supporting Director in day to day's activities
- Providing the complete correspondence services and drafting replies. Ensuring that all the emails are dealt with efficiently.
- Internal communication with all HODs for project reports
- Scheduling appointments, coordinating for both internal/external meetings and updating the calendar
- Responsible for travel management.
- Handling other basic secretarial work

Aesthete International Private Limited

Noida: Aug'14 – Aug'18

HR/Admin Head cum Executive Assistant to the Directors

Accountabilities:

HR Manager/Administrative Head

- Handling the recruitment process – Posting Ads in Naukri and newspaper, screening candidates from portals, calling them for interview and taking the initial round, as and when required
- New Employee Induction/Orientation programs/Appointment letter
- Communicating with utmost clarity regarding HR policies to employees across the organization for effective implementation
- Day-to-day functioning of HR administration and grievances handling

- Employee Relations - Conduct and work values, communication and processes. Working with line managers to promote and communicate company policies and processes and ensuring implementation
- Maintaining and developing procedures and systems to ensure proper upkeep of manual and electronic filing systems
- Maintaining up-to-date records of staff and leave administration
- Responsible for maintenance and servicing of equipments and other assets of office.

In charge of administration for company's commercial building at sector 125, **Noida**

- Monitoring the standards of the service and quality checks provided to the outsourced services such as: housekeeping and security.
- Responsible for formulating the SOPs and their implementation for various functions, such as housekeeping, security, maintenance, servicing, firefighting, disaster management etc.
- Monitoring of timely billings and collections of rent, CAM and other charges from Lessees

Executive Assistant to Directors

- Responsible for supporting of the Directors' work like their calendar, fixing appointments and daily meetings, preparing minute of the meetings and follow up with those minute of meetings for actualization of jobs
- Handling all the travelling and accommodation arrangements – including preparing itinerary and other related logistic arrangements
- Preparing and editing correspondence and reports
- Experience in documentation & managing minutes of the meetings, expertise in follow-ups and skill to handle and advocated processes and decisions taken by the Director's Office

SAN IT Solutions Pvt. Ltd.

Bangalore: Mar' 13- Dec' 13
HR Executive

Accountabilities:

- Structuring the company's profile
- Recruiting and selecting employees for SAN IT
- Conducting induction training for the new employees
- Worked as Executive Assistance to Director
- End-to-end coordination for all the government driven projects
- Coordinating all the Payroll activities
- Recruitment of trainers through social media websites (LinkedIn, Facebook), salary negotiation & coordination with the clients.

Quicksteps English Centre

Bangalore: Sept' 11- Mar' 13
HOD- HR

Accountabilities:

- Planning and managing the entire recruitment process and selection of trainers, counselors and other office staffs.
- Conducting new employee orientation
- Identifying and managing training and development needs for employees.
- Additional HR formalities like releasing of Offer letters and experience letter, Maintaining Attendance and Leave Records
- Handling employee complaints, grievances and disputes.
- Managing payroll of trainers.
- Handling and inspecting all the South Bangalore centers to meet their target.

- Motivating the staffs so that they can meet the day to day challenges and achieve their target effectively and efficiently at the end of the month.
- Handling corporate clients starting from sending the proposal to collecting the payment after the course completion and managing their database as well.
- Taking training for Basic level students in R.T.Nagar center and also for a corporate client Ramaiah Polytechnic College.

Qualified to conduct internal audit for ISO 9001:2008 and QCI Accreditation Criteria for Vocational Training Institutes

Layam Management Solution Pvt. Ltd.

**Bangalore: March'09- Aug'11
Recruitment Consultant**

Accountabilities:

- Short listing the candidate profiles through portals or head hunting
- Conducting the first round of Face to Face interview in order to scan candidates according to the client's requirement.
- Fixing up interviews at the client place and coordinating for the same till joining.
- Some of the Companies where I was involved in manpower requirement are:
Toyota, BFW, Riddhi Siddhi, Purvankara, Bosch Rexroth, GMR, Avarasala.

ACADEMIA

- **Masters of Business Administration (ISAE University, Rajasthan) PGDBM (Full Time) IBMT , Bangalore [2007-09]**
- **Bachelor in science, Industrial Chemistry, Delhi University [2006]**
- **Higher Secondary(CBSE),MGM School, Bokaro, [2002]**
- **Matriculation(CBSE),MGM School, Bokaro, [2000]**

Specialization

Human Resources & Operations

PERSONAL DOSSIER

Date of Birth	:	21st April, 1983
Father's Name	:	Mr. R.K.Sarkar
Gender	:	Female
Nationality	:	Indian
Passport	:	Valid
Languages Known	:	English, Hindi & Bengali

Place: Noida
Date:

(Rini Sarkar)