**Harleen Kalra**

**Academic Credentials**

**MBA (HR)**

**From AIMA-**

**2010-12**

**BCA (DL)**

**From GJU**

**2008-10**

**BA (IRPM)**

**From Delhi. University**

**2005-08**

***Contact No.: +91-7678568468 Email:jobs2leena@gmail.com***

***Janakpuri New Delhi***



**Professional Abridgement**

A result oriented professional with **5 years experience** in Human Resource. I was last **associated with, a reputed manufacturing and trading company named Priyanka India Pvt Ltd. as Assistant Manager Human Resources.** Proficient in independently handling projects of recruitment & hiring. A keen planner and strategist with proven track records of consistently increasing the profitability of the company. Strong analytical, problem solving & organizational abilities.



***Key competencies include:***

|  |  |  |
| --- | --- | --- |
| **Managing & Delivering on large project based hiring** | **Resource Mapping & Planning** | **Business plan and lead generation** |
| **Recruitment Process Documentation** | **Technical Know – How of NON IT & IT Industry** | **Strategic Planning** |



**PROFESSIONAL DOSSIER**

**Worked with Priyanka India as Manager Human Resources (Handling 3 locations- Delhi, Gurgaon and Manesar) since Sept 2015 Till June 2017**

**The Role**

**Recruitment & Selection**

* Presently handling the entire recruitment process/activities for all levels in operations and support staff.
* From Sourcing candidates through employee referrals, existing databank, Internet, print media, Consultants & Networking to Screening of application forms, & running and evaluating selection processes including interviews, personality questionnaires etc

**Induction & Joining & Exit Formalities**

* To ensure/complete the hiring, confirmation, exit process.
* Generating offer, Appointment, Confirmation, Transfer/Relieving letters and their documentation.
* Determining the compensation to be offered to new employees in line with organization salary structure as well as their aspiration levels.
* Handling Induction at all levels.
* Prepared Induction manual & PowerPoint Presentations & imparting Basic Induction to New Joiners’.
* Coordinating in Joining & Exit Formalities.

**Performance Management**

* Facilitate the Performance Appraisal Process and coordinating with management for filling Half Yearly & Annual BSC.
* Calculating individual Balance Score Card & PMS rating.
* Timely distribution & follow up with department heads for appraisal forms.
* **ISO Audit – Internal & External** (quarter, yearly)

**Training & Development activities.**

* Identifying training needs & preparing annual training calendar.
* Training effectiveness evaluation.
* Keeping individual training records.
* Maintaining employee skill matrix based on TNI.
* Achieving monthly training hour’s target for Managers, Executives & Associates.
* **ISO Audit – Internal & External** (quarter, yearly)

**Employee Engagement**

* Designed, deployed monthly **Employee engagement calendar**.
* Organizing various festival celebrations.
* Communication (teasers, pre event, post event)
* Organizing Monthly Birthday celebration & other corporate events.
* Coordinating with corporate and organizing employee satisfaction survey.

**Internal Communication – HRIS & others**

* Issuing Notices and Circulars.

**Policy Designing , Administration & Recreational Activities**

* Facilitating in distribution of Uniforms, Diaries.
* **Currently involved in designing the new policies and administrating the same.**
* **Involved in planning and implementing the business procedures.**
* **Arrangement of Meal coupons, Taxi & opening of Bank Accounts.**
* **Organizing team lunches**

**Development and implementation of SAP and Webtel (ERP) payroll software in the organisaztion**

**Worked with V4 Solutions as Sr Consultant (based in Patel Nagar- Delhi)since Feb 2015 Till August 2015.**

**The Role**

* Responsible for Full Recruitment Life Cycle across all levels and functions for various clienteles.
* Resume Sourcing-: Understand and analyze the requirements on different skill sets and meeting client requirements.
* Identifying the potential candidates through -Database Search, Job Portals, Head Hunting, industry Mapping through primary (includes telephonic screening) and secondary research (online journals, articles, forums, newspapers), social media.
* Handling all types of technical and non technical requirements (BFSI.FMCG/CD,IT, telecom, hardware, software ) with experience in handling bfsi (Sr. positions) and HR and other functions
* Candidate Screening -: Screening, Validating the potential candidates through telephonic interviews, technical experience & skills assessments, Short listing & selecting the candidates in the preliminary rounds & Briefing them about the job profile, salary package, organization culture, references checks etc.
* Sourcing Applications through Naukri, Monster & LinkedIn

**Worked with Whitecollars Group (a part of Whiteinc Enterprises) formally known as Anthroplace’ Group, Branded as (AB Partners) as Sr Consultant (Team Lead) since Jan 2013 Till Jan 2015.**

**(Got 4 consecutive promotions)**

**(Based in South Extention - Delhi)**

**The Role:-**

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* Handling all types of technical and non technical requirements (BFSI.FMCG/CD,IT, telecom, hardware, software ) with experience in handling bfsi (Sr. positions) and HR and other functions
* Candidate Screening -: Screening, Validating the potential candidates through telephonic interviews, technical experience & skills assessments, Short listing & selecting the candidates in the preliminary rounds & Briefing them about the job profile, salary package, organization culture, references checks etc.
* Greenfield assignments (Start Up Companies )
* Generation of new business development vertical
* Sourcing Applications through Naukri, Monster & LinkedIn
* Key point of contact for hiring managers on various positions.
* Engaging with external candidates & vendor partners
* Benchmarking & Salary Negotiation
* Processing Offer Letters
* Initiating Background Verification
* Highest Billings for consecutive 2 Quarters (April 13-june13,July 13-sep 13)

**Pre Qualification Experience**

Worked in **Spectrum Overseas Education Group** as **Sr.HR Executive** for 4 months (SEPT10- DEC10).

**Mar’09-Aug’10 associated with Effective Resource Management Consultants as HR Consultant (Based in Golflinks -Delhi)**

**The Role:-**

* **As a Single Point of Contact (SPOC) for Key Customer hence responsible for – Service Delivery, Relationship Building, Escalation Handling, Providing support to their HR infrastructure, Contract Negotiation and Collection etc**
* Involved in the full recruitment cycle for all level positions.
* **Conducting searches through networking sites, different portals, references and database.**
* Manage recruiting function including searches for candidates, phone screening, setting interviews, establishing cordial relationships with candidates and clients.
* Interacting with clients for taking feedback and interview schedules and for generating the business, further.

**Industrial Internship**

**April 12- June12 associated with AIMA as Management Trainee (Centre for Management)**

**Personal Details**

* Date of Birth - 20th July 1987
* Marital Status- Married with baby

**CLIENTS HANDELED**  
  
  
**With ERM Consultants:**  
  
\* GMR Group an Indian Corporate (Airports, Power & Energy, and Highways),  
+ DIAL,(Delhi International Airport)  
+ HIAL,(Hyderabad International Airport)  
+ GMR ENERGY,(Thermal & Hydro Power)   
+ GMR PROPERTIES, (Real Estate)  
+ GMR AIRPOTOPOLIS.(City around Airport)  
+ GMR IPL (Sports)  
o Tractebel a Belgian MNC (Oil & Gas, Cross Country Gas Pipelines, and Power & Energy),   
o Saipem an Italian MNC (Power & Energy, Oil & Gas),   
o Degremont a French MNC (WTP,ETP),   
o Freyssinet a French MNC (Highways, Reinforced Earth),   
o Shiv-Vani an Indian Corporate (Up-Stream Projects),   
o Hitect Gears Leading Auto Ancillary Company).  
o Omini Life, a Mexican MNC, (FMCG).  
o Central Park, A Premier Indian Real Estate Brand  
o Continental Engines, (Auto Component Business) is a leading name in the field of intricate Aluminium Cast Components for Automotive Applications.  
o Ixtrac, A IT based MNC IN Switzerland ,Zurich   
o Lokmat Connect, A Event Management segment of Lokmat Group of Newspapers   
o DIMTS (Delhi Integrated Multi Modal Transit System) A joint venture between IDFC and Delhi Govt.  
  
**With SOEG**  
  
SOEG deals with leading hotel groups in various countries such as Maldives, Middle East Countries and India. The clients list includes some of the renowned hotel groups of the likes of Taj Palace, Le Merdien, Hilton, Intercontinental, Leela, Imperial, Lalit, Rotana Group (UAE), Emirates Grand (UAE), Holiday Inn (UAE), Cristal Group (UAE), Taj Exotica (Maldives).

**With White collars**  
  
\* Accenture is a global management consulting, technology services and outsourcing Company  
  
\* Genus Power Infrastructure is into manufacturing and distribution of Electronic Energy Meters, Metering Solutions, Power Distribution and Management projects, Inverters, Home UPS, Online UPS, Solar Hybrid Inverters, Batteries and Hybrid Microcircuits across India and globally..  
  
\* SPML(Earlier Known as Subhash Projects and Marketing Ltd) is into Engineering Procurement and construction sector.  
  
\* HDFC Reality is into real estate broking services.  
  
\* Resonance Energy is into Providing consultancy in the energy sector encompassing process plants, natural gas, petroleum products pipeline, city gas distribution projects, windmills, biogas, power generation etc Preparation of emergency response Disaster management plan (ERDMP) and integrated management system for pipeline, gas processing, oil refining and City gas distribution etc.  
  
\* East India Group This company is mainly into three streams, EPS moulding, OEM manufacturing & EMS operations.  
  
\* Ascendas is a brand in itself, dealing into real estate industry, with wide range of IT parks, Science & Business Parks.  
  
\* Microsec Enterprise , consists of three business verticals majorly dealing into financial services, Innovative Digital Media of Consumer Engagement - www.foreseegame.com, Innovative Digital Pharmacy and Healthcare Store - www.sastasundar.com  
  
\* DMI Finance Its a NBFC , Credited - A by the CARE Ratings  
  
\* Luminous India. Manufactures & Suppliers of Home UPS Systems, High Power Inverters, Fans, Inverter Batteries, Electric Wires/Cables, Solar Home Lamps, MCB, RCCB, ...  
  
\* One Touch Solution it's an Australian IT Outsourcing Firm.  
  
\* Veethree Instrument, is an OEM, defense and aftermarket supplier of Instrumentation, Clusters, Sensors and Switches  
  
\* Echo Business Solutions assists entrepreneurs and small businesses focus on their distinctive capabilities, giving them access to Web Marketing and Branding services, Customized Web 2.0 Solutions & Virtual Business Support  
  
\* India Info line has a diversified business model that includes credit and finance, wealth management, financial product distribution, asset management, capital market advisory and investment banking.  
  
\* Dealkyahai.in is part of DBM India group companies. The areas of business have been FMCG Distribution, Consumer Electronics & Lifestyle products Distribution, manufacturing of plastic intermediary goods as well as consumer goods, manufacturing and exports of handicrafts, furniture, imports of consumer goods, whole-sale and construction also having their own ecommerce portal .  
  
\* Om Metals Infra Projects Limited, is having diverse business activities and interests related to Hydro mechanical equipments, turnkey solutions for steel fabrication, Hydro power developments, Real Estate, Leasing, Finance, Entertainment centers, Hotels and tourism.  
  
\* Ambootia Tea Group is the second-largest Darjeeling tea producer in the country, also dealing in the exports of tea. including organic teas, green teas, white teas, oolong tea, single estate teas, golden tips and silver tips.  
  
\* Mother Care, Indonesia The Group's has interests across Asia in industry, trading, real estate and financial markets. The kid's and baby segment extended its retail portfolio to include brands in the women's fashion and accessories category. Brands under the group include Mother care, Early Learning Centre, Gingersnaps, Karen Millen, Coast & Coach.  
  
With V4 Solutions  
  
  
\* Ceat Tyres It manufactures high-performance world-class radials for a wide variety of vehicles.  
  
\* DMI Finance Its a NBFC , Credited - A by the CARE Ratings  
  
\* Mrs Bector Well known as "Cremica" It manufactures sauces mayonnaise breads ,buns etc  
  
\* Ester Industries India's leading producer of polyester films and engineering plastic compounds  
  
\* Glen India Well known Indian MNC, dealing in consumer kitchen appliances   
  
\* Hector Beverages Better known for its beverages and drinks "Paper boat Drinks"  
  
\* Mas Financial specialized retail financing organization engaged in financial services  
  
\* Metso Minerals equipment, services and process knowledge for the whole value chain of mining, from the mine to the finished products of mineral concentrates or mineral pellets.  
  
\* Mutual Industries offers to their customers plastic based solutions from concept stage to development, mass manufacturing and supply logistics  
  
\* Radisson Blu Hotels  
  
\* Ratna Sagar a leading publisher of school books and Medical books  
  
\* Roop Automotive largest OEM Suppliers of Auto components  
  
\* Sodexo it is a MNC dealing in the hospitality management services for various companies