### RICHA VASHISHTA

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# CAREER OBJECTIVES

Proven ability to work with middle to senior level management to integrate the human resource function within overall business strategy.

# Areas of expertise

* A Management professional with overall 7 years of experience in Employee Relations, Organisation development, Training and development, Staffing requirements, Team Building, Recruitment and Administration policies

# Professional experience

* **Organization : Xiarch Solutions Private Limited**
* **Duration : From June 2019 till date**
* **Designation : HR Manager**

**Job Responsibilities:**

* Handling complete Payroll through Zoho payroll software.
* Handling recruitment through Zoho Recruit software and other portals as well.
* Responsible for Maintenance/Updating employee’s database & Personal Files through Zoho People.

## Handling Employee On-Boarding/Joining formalities, exit formalities and induction for the new joiners

## Taking care of Attendance, Employee engagement and Leave management.

* Prepare HR reports related to Overtime & late coming of employees, Absenteeism Reports of Employees.
* Coordinating with finance department for timely processing of payments to employees

## Ensuring proper implementation of HR policies and procedures.

* **Organization : ProEx Trading Private Limited**
* **Duration : From Jan 2014 till date**
* **Designation : HR Manager**

**Job Responsibilities:**

* Handling the entire employment cycle (Junior to Senior level Merchandisers, Production Manager, Assistant Manager, Manager, Admin Executives for Medical Transcripts , field executives, etc)
* Coordinating with placement agencies regarding the line ups.
* Taking initial and final screening of the candidates.
* Responsible for Maintenance/Updating employee’s database & Personal Files.

## Handling Employee On-Boarding/Joining formalities, exit formalities and induction for the new joiners

* Handling day to day queries of employees & associates and ensure timely resolution for the same.

## Taking care of Attendance, Employee engagement and Leave management.

* Prepare HR reports related to Overtime & late coming of employees, Absenteeism Reports of Employees.
* Coordinating with finance department for timely processing of payments to employees
* Overall responsibility of man power planning, recruitments and training programs

## Ensuring proper implementation of HR policies and procedures.

* **Organization : Live Cube Communications (Idea outbound process)**
* **Duration : From Sep 2012 till Sep 2013**
* **Designation : HR Generalist**

**JOB RESPONSBILITIES**:

* Handling the entire employment cycle (Tele-Sales agents, Team-Leader, Assistant Manager, Manager, Process Manager, and field executives)
* Coordinating with placement agencies regarding the line ups.

## Joining Formalities: Issuing offer & appointment letters, Getting Employee form filled by employee, proceeding request for providing various articles to employee like Mobile Sim card.

## Performing Exit formalities; Maintaining resignation records, ex-employee dues; processed resignations with respective department heads, Full and final settlement and released Service Certificates after ensuring that the employee owed no dues.

* Prepare HR reports related to Overtime & late coming of employees, Absenteeism Reports of Employees.
* Coordinating the appraisals activities for Junior & Middle levels of employees.

## Assist in admin functions, facility maintenance and management, performing day to day activities of HR.

* **Organization : Jobline Consultants**
* **Duration : From March 2010 to August 2012**
* **Designation : Talent Acquisition (Telecom Recruiting)**
* **Job Responsibilities:**
* Handling recruitments for Telecom and IT clients primarily Indus Towers, Alcatel Lucent, ALNMS, ALUMS, BhartiAirtel, BhartiInfratel, Ericsson, Vihaan Networks, Shyam Networks, Vodafone, British Telecom, etc
* Scanning of profiles ranging from operational level to senior level
* Sourcing the candidates from database, job portals, references and networking.
* Initial screening and short listing of the candidates as per the client requirements (Evaluation – Through Telecon).
* Scheduling interviews and coordinating with the client.
* Timely follow up with the candidate till the candidate join.
* Keeping in touch with industry norms highlighting areas for improvement in Recruitment & selection practices after comparison against competitor practices.

# Professional Qualifications

* M.B.A. in HR From Institute of Chartered Financial Analyst of India (**ICFAI**) University, Hyderabad, India (2010)
* Post-Graduation Diploma in Mass Communications from Young Women’s Christian Association (**YWCA**), New Delhi, India(2007)

# academic qualifications

* B.COM(HONS) from **DELHI UNIVERSITY** (2006), INDIA
* Higher Secondary (10+2) with commerce subjects, from CBSE, New Delhi, India(2003)

