Highly motivated self-driven individual with 5 years of insightful experience in Recruitments and Core HR Operations. I am looking forward for bigger challenging roles to engage in and to strategically contribute not only in terms of HR know-how, but in whatever possible way i can towards overall organisational development.

**Educational Background:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATION (Area)** | **BOARD** | **INSTITUTE** | **YEAR OF PASSING** | % |
| MBA(HR) | ICFAI UNIVERSITY | **ICFAI** | 2013 | Grade B |
| **Graduation(Comp.Sc)** | B. P. U. T. , Orissa | OEC, Bhubaneswar | 2001 | 71% |
| 12th | Andra Pradesh  State Board | Vignan Institute (Residential),  Guntur | 1997 | 83% |
| Class Xth | C.B.S.E | K.V.Dera , Talcher | 1995 | 72% |

**WORK EXPERIENCE:**

**1. Sr.HR-Exec at DreamBig IT Solutions India Pvt.Ltd ,**Present, Delhi

* Technical Writing (I publish articles on company's web portal on various technical certifications, www.pinnacledu.com)
* Orientation & Joining Formalities
* Hiring & Recruitment
* Salary Negotiation
* Maintaining Applicant’s Database.
* Performance Management
* Payroll & Attendance Management
* HR Reporting
* Formulating and Implementing HR systems & Policies,
* Preparing all kinds of letters viz Appointment Letters, Termination & Confirmation Letters and other HR Communications.
* Exit Formalities
* Performance Improvement Plan (PIP)
* Celebrations & Recreational activities.
* Maintaining Employee File Records.
* Experience in planning human resource requirements in consultation with heads of different functional areas, organizational selection interviews and induction programs.
* An effective communicator with excellent written & verbal communication abilities, possess a flexible & detail oriented attitude.

**ACHIEVEMENTS (Current)**

* Formulated 3 Policies here and successfully implemented them .
* My Published Articles on company's Portal and adding value to their product line.
* **https://pinnacledu.com/2019/08/16/why-is-ai-the-most-sought-after-career-today/**
* **https://pinnacledu.com/2019/08/29/agile-vs-scrum/**
* **https://pinnacledu.com/2019/09/05/data-science-data-analytics/**

**2 . (2015 - 2018) SABBATICAL to pursue Golf**

Enrolled my membership with NGC(Naval Golf Club, Kochi) and AEPTA(Golf Club, Delhi) . Underwent professional coaching and participated in number of Intra-Club tournaments .I was privileged to be able to take part in the tournaments held in the following courses, during this period.

**CIAL** Golf Course(Kochi), **NGC**(Kochi), **DLF**(Delhi), **AEPTA**(Delhi), **HINDON** Golf club(Ghaziabad)

**Achievements:**

* Runners up trophy at **NGC** (women's category)
* A Small token of appreciation for the Straightest Drive ,**AEPTA**.

**3. Asst. Manager HR (Clients Relations)** at **Big Leap Solutions Pvt Ltd**, Ernakulam  (Nov - Aug 2014)

* Responsible for hiring, training a team of recruiters.
* Set staffing targets and assist them in achieving them.
* Managing and developing the Database for optimum utilization using all methodologies of sourcing like headhunting, employee referrals, and job portal sourcing for low cost hiring.
* Buissness Development / Client Acquisition.
* Senior/ Middle level Managerial Vacancies.
* Revenue Recovery.

**Participated CAMPUS DRIVES**

* OFF Campus IBM Drive over **8** locations in Kerala during Dec’14.
* OFF Campus HCL Drive during Feb’14 in KMEA Engg College.
* OFF Campus IBM Drive in Cochin, Kozhikode & Trivandrum.
* ‘INSPIRE Career & Job Fest’ in Calicut University with 15 top notch IT/ITES/BFSI /Retail Companies, May’14.

**4. HR-Coordinator at Medrex Solutions** (Ernakulam, Feb-Aug 2013)

I was recruiting here for the HDFC Bank(Delhi Region),Placed 24 candidates in HDFC Bank, while 60 made through the final selection.

**5. MBA(HR)** Course, (2010-2012)from ICFAI University.

**6. ICD –Exec at NIIT, Ernakulam**,Sep-June,2007 Represented one point contact for all NIIT Franchisees in Kerala. As a Placement Consultant conducted Career Development Sessions & Career Guidance talks for the enrolled students. Regularly coordinated and complied with the Regional Office, Bangalore NIIT Ltd.

**7. HR-Exec at Jobsviewer Consultancy,** Ernakulam, 2006 Was engaged as a Recruiter for Lower Level/ Middle level /Managerial Profiles, as a Business Development(Client Generation),as a Sales Executive for a Database Product to Clients.

**ACHEIVEMENTS:**

* Have won the ICD Best performer Award with maximum Placements during my tenure at NIIT(EIT Technologies)
* Acquired 30 clients during my current tenure at Big Leap.

**HOBBIES**

Passionate Golfer. I often indulge myself in outdoor activities as and when possible.

I hereby assure that the information furnished above is true to best of my knowledge. Any of these documents will be produced on demand

**Thank You,**

**B.Vasu Varma**