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| **SARIKA BHATIANI** |  |  |  |

Mobile: 9667224056

Email ID – [sarika.bhatiani@gmail.com](mailto:sarika.bhatiani@gmail.com)

**PROFESSIONAL EXPERIENCE**

**Current Job: - Ujala Credit Cooperative Society Ltd as HR- Head Since March 2018 till date**

UCCSL is a multistate cooperative society with more than 70 branches all across India. Primarily into deposit and loan segment.

**Key Roles & Deliverables:** Handling entire gamut of Human Resource Dept.

**Company: Marvel Group (Presidium & Mother’s Pride) as Sr. Manager -HR since October 2009 till March 2018**

Marvel group has diversified into education, healthcare and construction. Education business being the flag ship business of the Group has – Mother’s Pride (Pre-school) and Presidium (K-12 School), a name reckoned with new age education.

Responsible for the entire gamut of Human Resource for Presidium Schools & Adiva Hospitals

**Key Roles and Deliverables:**

**HR Strategic and Annual Manpower Planning-**

* Building CORE HR processes related to HR Function along with HRIS and HR annual planning, regular reviews and prepare HR budgets.
* Responsible for **Manpower Planning, Talent Acquisition (Volume Hiring), Campus Hiring, Staff Referrals &** managing a central team for recruitment .
* Responsible for end to end Recruitment and Selection process for all branches (Delhi / NCR) upto all levels.
* Implementing effective sourcing strategies to attract high quality experienced candidates in Education industry through networking, advertisement campaign, head hunting from target companies and through Employee referrals, Campaigns etc.
* Campus recruitment by going for the Recruitment drives in different colleges and Educational institutions. Sourcing relevant profiles through naukri.com/linkedIn/company database/employee referral/competition mapping/job fair.
* Propose Timely changes in organizational structure and processes to support business goals.
* .Using retention tools to minimize the attrition, Reward and recognition to the performers.

**Talent Management and Capability Development**

* Plan training workshops for Teaching Staff by identifying best available resources for teacher training programs for their excellence in Academic domain and train Teaching & Non Teaching Staff on Behavioral & Soft Skills.

**Compensation & Benefits**

* Responsible for Compensation and Benefits Design, Salary Calculation and its timely disbursement for Education Vertical
* Responsible for implementation of online system of HRIS covering Leave & Attendance Management System and other vital information regarding employee privileges and benefits**.**

**Induction & Orientation:**

• Responsible for on-boarding of new hires.

• HR induction to all new joiners about company profile, HR policies.

• Coordinate with relevant departments to ensure all things such as work station, Id cards, email account, bank accounts etc. are ready for the new joiner.

• Joining Formalities.

• Manage all related documents and verification for eligibility criteria and also issuance of appointment letters.

• Maintaining Employee files.

**PRIOR EXPERIENCE DETAILS**

**Company: M/s Rashmeet Infocomm (Subsidiary of TATA Infocomm ) as**  HR Executive

From April’ 2007 to Oct’ 2009

**Company – American Express**  as Team Leader From Mar’2002 to Oct’ 2005

**EDUCATIONAL CREDENTIALS**

* **Graduation–** B.A Eng (Hons) from Delhi University, in year 2000.
* **Intermediate (12th)** from C.B.S.E Board in year 1997.
* **DNIIT course from NIIT**

**COMPUTER PROFICIENCY**

* Versatile in **MS Office** ( MS Word, MS Excel, MS Power Point )

**PERSONAL DETAILS**

Father’s Name : Late Sh. S. C Ahuja

Husband’s Name : Manish Bhatiani

Date of Birth : Oct 4th, 1979

Address : Paschim Vihar, New Delhi-110087.

Marital Status : Married

Languages Known : English, Hindi and Punjabi.

Hobbies : Listening to music & reading.

I here by declare that the information furnished above is correct to the best of my knowledge and belief.

**DATE:- SIGN :-**