

POOJA VERMA

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Career Objective: To excel as a team player and a leader by collaborating with and managing people to strengthen the HR practices of a professionally managed organization for optimally achieving the business goals.

Professional Profile

- A competent professional with 4 Years of widespread cross cultural experience in the areas of:
 - Talent Acquisition
 - Recruitment
 - Client Servicing
 - Vendor Management
 - Team Management
 - Performance Management
 - Training & Development
 - Employee Grievances
 - Employee Engagement
 - Payroll
 - Negotiation
 - Administration
- A strategic planner with adeptness in implementing in maximization of profit measure to achieve more competence in Management.
- Managed teams of various capabilities and cultures from **5 to 25 members** with a strong belief in diversity and multicultural workplace.

Professional Experience:

Sunita Network Pvt Ltd.
HR Manager

July 2015 to feb 2020

Sunita Network Pvt Ltd. is a prominent Service Provider of the industry for offering a wide array of Data Entry Project and Service. Their offered services are admired for their transparent deal and timely execution.

Job Responsibilities:

- Handle an effective recruitment process: matching CVs with requirements, conducting interviews, documenting feedback, and communicating feedback to Hiring Managers.
- Screening and shortlisting resumes through job portals, internal, LinkedIn and referral pool for sourcing quality candidates.
- Prepare and offer employment offers to selected candidates.
- Handle organizational exits.
- Ensure an effective implementation of Sunita Network Performance Management System.
- Coordinate foundation training for all employees and implement Sunita Network Training Matrix.
- Handle implementation and evaluation of all training conducted after assessing training needs.
- Prepare the monthly payroll.
- Assist in controlling OT records.
- Handle insurance matters; report all staff accidents and managers' related matters with insurance company.
- Provide a pro-active approach to problem-solving so as to anticipate and resolve a variety of both routine and more complex problems.
- Maintain an effective employee record management.
- Follow up on all documents issues related to employment records and employees.
- Prepare salary certificates and employment letters for employees.
- Follow up on daily attendance, late arrivals, absence, etc.
- Assist in organizing team buildings through sports and recreational activities.
- Stay informed of development in such areas as wages and salaries, employee benefits, and departmental needs.
- Discussing employee ratings with team leaders to analyze previous year's performance and issues faced by the employees.

Deals Point Infra Pvt Ltd. is a private incorporated on 2011. It is classified as Non Govt. Company and is registered at registrar of Companies, Delhi.

Job Responsibilities:

- Finalizing hiring plan for West with Program Manager and Deals Point managers.
- Ensuring smooth execution of hiring plans.
- Pre-Screening of all candidates.
- Event coordination, travelling to hiring locations, wherever required.
- Collecting periodic feedbacks from Managers and reporting it to Program Manager
- On-boarding.
- Ensuring timely offer roll-outs for selected candidates.
- Conducting the Induction process for the new entrants in the organization and carrying out post recruitment formalities as per the work plan.
- Ensuring smooth on-boarding of selected candidates.
- Post offer follow-up with selected candidates and proactively highlighting any concern or potential dropouts Searching out new products and suppliers, Track competitor activities, including pricing and promotional offers.
- Vendor Management (Coordination with external vendors).
- Managing of Job Portals and Job Posting on the Job Sites.
- Handling on Pan India level Recruitment Life Cycle & Resource Management System across all verticals.
- Conducting HR discussions and salary negotiations, fitment etc.
- Raising invoices for clients.
- Handling outsourced employees' grievances.
- Preparing client wise profitability reports for senior management.
- Making presentation to all the potential clients.
- Coordinating in developing and implementing performance appraisal system.

Academic Qualification:

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| ○ MBA (HR) from IASE University, Rajasthan | 2014 |
| ○ M.Sc (IT) from Graphic ERA University, Dehradun | 2012 |
| ○ BBA from MJPR University, Bareilly (U.P) | 2010 |

Professional Strengths:

- Strong team management skills.
- Ability to deal with people diplomatically.
- Willingness to learn, smart working & co-operative attitude.
- Comprehensive problem solving abilities to work in organization as a good leader.
- Good analytical and communication skills.

Computer skill:

- Great knowledge in using Microsoft office.
- Working knowledge of JAVA.

Achievement:

- Achieved employee of the month award in year 2016 at Sunita Network.
- Received appreciation for best HR in month of July 2014 at Deals Point.
- “NCC” B certificate holder.

Extracurricular Activities:

- Successful participation in School’s sports meet.
- Cultural head of school & Participation in function.

Language Known:

English, Hindi

Biographical Details:

Date of Birth	:	25 th January 1991
Father’s Name	:	Mr. Ashok Kumar Verma
Contact No.	:	+91-8587841446, 9760443368
Marital Status	:	Single
Gender	:	Female
Correspondence address	:	Greater Noida - 201306

Hobbies:

Cooking, Net Surfing & Travelling

I hereby declare that the above stated information is correct to the best of my knowledge and belief that I have not withheld any information that might affect my suitability and the vacant position.

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Pooja Verma