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| **AMBICKA TIWARI** |  | |  | | --- | |  | |

***SUMMARY:***

Experienced and result oriented Human Resources Professional an offering ***3.5+ years of HR/Recruitment***an extensible career distinguished by self-driven performance and proven results.

Extensive background in HR and Recruitment (Construction, Hospitality, Events/ Facilities Management and FMCG), Managed HR aspects of Recruitment, HR Administration, Induction and Orientation, On Boarding, Training and Development, Employee Relations, Visa Manager, HR Records Management, HR Policies Development and Legal Compliance.

Specialties: Human resources, Recruitment (White collar/ Blue collar), Mass Hiring, Negotiation of employment contracts, Training, Mentoring and Development, Induction/ Orientation/ on boarding, Employee Relations, HRMS/ HRIS.

**I received Employee of the Year in Greenko pvt ltd in the year 2014 & also An Appreciation certificate for my sincere hard work from my current company.**

Being fluent in multiple languages, namely English (excellent oral and written skills) and various Indian languages (Hindi, Punjabi, Telugu) I am a warm and approachable communicator with a strong emotional intelligence IQ.

***PROFESSIONAL HIGHLIGHTS:***

**Company: (UAE)Al Najma Al Fareeda International Group**-Accomplished its towering success largely owing to the versatile leadership of Jamal Mohamed, the founder and mentor of the Group. Being a religious personality primarily, with enriching world experience, he envisaged timeless vision with a humanist bend for the company.

**Since: Sep 2015-June 2016**

**Position:Recruitment Co-Ordinator**

**Responsibilities:**

* Responsible for developing creative and innovative sourcing strategies for recruitment vacancies.
* Responsible for writing internal and external job advertisements.
* Coordinate and lead in the interview process with line managers.
* Conduct reference checks for candidates to be offered.
* Generate employment contracts and coordinate the mobilization and on-boarding process.
* Responsible for maintaining recruitment pipelines.
* Responsible for generating manpower weekly reports.
* Identify new recruitment suppliers for existing and new markets.
* Advising hiring managers on screening, recruitment and selection.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Manage the development and implementation of staffing strategies to ensure effective recruitment.
* Conduct interviews, recommend candidates and consult with hiring managers.
* Ensure hiring practices are in accordance with internal controls and HR policies and procedures.
* Conduct regular follow-up with Client managers to determine the effectiveness of recruitment.
* Build networks to find Clients. Handle on boarding and employee relations.
* Leads and contributes to Clients new and existing Clients.
* Coordinate with Client for on boarding, visa applications and ID cards.
* HR reporting (internal/external) as per statutory or business requirements.
* Coordinate with Client HR to communicate job vacancy requirements and assist the hiring managers.
* Administration of end to end recruitment life cycle.
* Reviewing CV's summarize and prioritize applicants prior to being reviewed by hiring manager.
* Coordinate with Client HR on accepted applicants for further processing.
* Having experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporate missions etc.
* Get requirements from Clients within UAE.
* Possess knowledge of sales and recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates

**Company: Greenko Energies Pvt Ltd** - Greenko is a mainstream participant in the growing Indian energy industry and a market leading owner and operator of clean energy projects in India. The Group is building a de-risked portfolio of wind, hydropower, natural gas and biomass assets within India and intends to increase the installed capacity it operates by developing new Greenfield assets.

**Since: November 2012 – July 2015**

**Position: Sr. Executive –Client Relation & Recruitment**

**Responsibilities:**

* Provide support to HR Team &Administration department for maintaining employee’s records.
* Performed the tasks of reporting to the Center Head in case of critical problems
* Assigned the responsibilities of handling outbound and inbound calls for internal requirements.
* Prepared reports of the daily activities of the organization when required
* Coordinate with HR Manager for management training in interviewing, hiring, and screening & shortlisting profiles.
* Responsible to ensure that the Human Resources Department requirements foradministrative support are undertaken efficiently and professionally, including word processing,
* Arrange joining formalities of new employees such as Staff Number, Bank Accounts,Insurance, Education packages, Clinic Registration, HR Briefings and CompanyInduction.And provide secretarial and administrative support to the HR Manager.
* Administers all personnel matters; New recruits, benefits, leave & personnel records.
* Assists in salary processing and benefits management.
* Manages the diary of the HR Manager in scheduling interviews, meetings, appointments and other business related activities.
* Involved in lining –up’s candidates for Client’s requirements and involved in follow-up’s for the lined-up candidates for different roles.
* Explaining about the requirement to the candidates and also have an experience editing and drafting mails for HR manager, maintaining calendar of HR Manager.
* Hands-on experience in HR Recruitment, management, Administration and Client relation.

***OTHER QUALIFICATIONS***

* Proficiency in MS-word, Excel and Power point.

***Areas of Expertise***

- Recruitment (Local/Overseas)

- HR Administration

- HR Policies and Procedures

- Mass Hiring

- Employee Relations

- Executive Search/ Head Hunting

- Orientation & On-Boarding

- Job/ Position Analysis

- JD Edwards/ Taleo

- Contract/ Salary Negotiations

- Market & Competitive Analysis

***EDUCATIONAL CREDENTIALS***

* Higher Degree – **BA in Arts** from Dr. Ambedkar University, Begumpet, Hyderabad
* Senior Secondary**– C.E.C** from Loyola Junior College, Old Alwal
* School Secondary from MahaBhoodhiVidyalaya High School, Venkatapuram.

***PERSONAL PROFILE***

Nationality : Indian

Languages Known : English, Punjabi, Hindi and Telugu.

Marital Status : Single

**Job Seeker First Name / CV No: 798444**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

