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 **KARISHMA**

**Karishma.150526@2freemail.com**

Aspiring for challenging assignments in **Human Resource Management** with an organization of repute

~ Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees

# PROFILE SUMMARY

* A dynamic HR Professional with **over 4 years** of experience in Talent Acquisition, Resourcing & Development, Performance Management, Compensation & Benefits, Employee Welfare and Administration
* Holds the distinction of planning, supervising and participating in various seminars, training sessions, etc.
* Proficiency in **manpower management & recruitment process** entailing resume generation, screening and short-listing with appropriate compensation
* Merit of providing **prompt resolution of employee grievances** to maintain cordial management-employee relations
* Experience in implementing **HR systems and policies,** conducting training programs towards enhancing employee productivity and building committed teams

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| **AREAS OF EXPERTISE** |  |
| - HR Policy Execution | - Talent Acquisition | - Performance Management |
| - Training & Development |  - Employee Relations / Welfare | - Talent Pool Management  |
| - MIS Reports |  - Employee Engagement |  - Statutory Compliance |
| **EMPLOYMENT DETAILS** |  |  |

**Nov’ 14 – Till Date with Madison World – One of India's Largest OOH Media Group, Mumbai as Senior HR Executive**

**Key Result Areas:**

* Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives
* Created a hiring plan and was able to abide by same throughout the quarter, thereby streamlining the entire hiring and retention process for rest of the financial year
* Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
* Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection, offer negotiations and appointment, etc.
* Carrying out induction / orientation program to the new recruits
* Updating all new staff details in HRMS (Human Resource Management System)
* Developing & maintaining MIS reports and other operation reports
* Identified candidates who were potential exits in the month and successful in counseling as well as retaining them in coordination with the concerned Business heads
* Performance Management – goal setting, performance appraisal, feedback, skill gap analysis
* Learning & development – design and organize development programs for employees

# Highlights:

* Successfully managed to maintain the recruitment cost at 0% for two consecutive years
* Successfully led the annual group mediclaim renewal process and negotiated with brokers to close at a best price and benefits to Madison.
* Initiated & successfully executed Football Tournament for approx 300 employees in Mumbai
* Implemented a reference check process for the new joinees

# June’13 till Oct’14 With ICICI Securities Pvt. Ltd., Navi Mumbai

* Played a stellar role in organizing and conducting Induction for New Joinees from Campus
* Efficiently managed an induction session for the joinees and single-handedly steered the entire proceedings to a successful conclusion, received a verbal appreciation from reporting manager for same
* Initiated successful implementation of measures thereby resulting in streamlining the process of on boarding
* Been part of panel for Campus hiring from various campuses
* Closed on number of positions of lateral hiring, working closely with the consultants

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| **EDUCATION** |  |
| 2013 | MMS (Masters of Management Studies - Human Resource Management) from Mumbai Institute of Management & Research, Mumbai (University of Mumbai) and secured 1st Division |  |
| 2010 | B.com from K J Somaiya College of Science & Commerce, Mumbai (University of Mumbai) with 1st division |   |

# PERSONAL DETAILS

Date of Birth: 19th July, 1989

Languages Known: English, Hindi, Marathi & Gujarati