** Nighat**

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***Seeking HR Administration assignments in Human Resource Management with an organization of repute***

**Synopsis**

A result-oriented professional with **nearly 8+ years** experience in Human Resource Management. **Worked as an Assistant Manager HR in Alicon Castalloy Ltd, Gurgaon .** A dynamic go-getter with multi–tasking abilities in driving team efforts towards achievement of organizational goals. Experience in deploying & coordinating the operations of large task groups with demonstrated leadership qualities & organizational skills during the tenure. Strong organizer & motivator with successful track record of directing major operations from original concept to the implementation stage with a strong business acumen of handling diverse situations.

**Employment Profile**

**Alicon Castalloy Ltd, Gurgaon(Dec 2010- Sept 2013)**

**Roles & Responsibilities: - Asst Manager HR**

**Job Description**

* Recruitment, Selection & on - boarding: – Understanding and finalizing on the Manpower requirements of different business lines after discussion with the respective Heads. Finalization of the advertisements, Conducting Interviews and having final salary negotiation and HR round with the selected candidates
* Statutory Compliances & Benefits**:** finalizing salary structure for new joinees, help the account department for preparation of monthly payroll reports, taking care of statutory benefits like PF & ESI.
* Induction – Planning and coordination of the Common Induction training for the new hires. Delivering the HR orientation during the Induction program. Monitor the joining formalities and report the gaps to team members. Assigning Buddies to the New Joiners, collating feedback from Buddies for future reference while confirmation.
* Performance Management – Conducting Appraisal training and giving required instructions for conduct of Review process in line with Organizational standards. Coordination for on the Target Setting process, Quarterly review and annual appraisal process with the help of Dept. heads. Compilation of Appraisal reports.
* Training planning and coordination – Collation of Training Needs from the Personal Development plan. Organizing the Training programs and recommending the Behavioural Trainings as per the needs identified. Coordinating and organizing various Training programs as per the need arises through Training Need Analysis and ensuring the effective and successful implementation of training plans in consultation with the Organizational process and different Departments
* Employee Engagement – Organizing and planning events and programs for better employee engagement.
* Employee Grievance – Help the aggrieved employees on resolving the conflict issues, communication issues, process issues.
* Interviews – Conducting Exit Interviews, completing the exit analysis and reporting the findings.

**Samsung India Ltd, Gurgaon(Jan 2008 to Nov 2010)**

**Roles & Responsibilities: - HR Generalist**

**Job Description**

Recruited to help open new company service centre in Gurgaon, guiding the startup and management of a full spectrum of HR operations, systems and programs. Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs. Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs; administer HR budget; and handle HR generalist workplace issues.

***Key Results:***

* Played a key role in ensuring the successful launch of Gurgaon office. Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation.
* Fostered a teamwork/open-door environment conducive to positive dialogue across the organization. Personal efforts were cited as the driving force behind branch’s employee-retention rate of 89% within an industry where high turnover is the norm.
* Negotiated approximately 50 salary offers and dozens of sign-on bonuses/relocation packages annually at both the exempt and nonexempt level.
* Reduced benefits costs by 15% annually through meticulous recordkeeping and ensuring that company did not pay for benefits for which employees were ineligible.
* Wrote employee manual covering issues including disciplinary procedures, code of conduct and benefits information.
* Introduced company’s first formal performance review program, creating a flexible and well-received tool .
* Revised job descriptions across all levels.Interviewed employees to construct an accurate picture of the duties and skills required for each position.

**PropellerSearch, Gurgaon (June 2005 to Dec 2007)**

**Roles & Responsibilities: - Senior Consultant**

**Job Description**

* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after Understanding the client requirements with respect to existing business activities, organization structure, culture and future growth plans, job requirements laying special focus on Job Description & Specification.
* Recruiting for all levels of candidates, from junior level to Senior Level.
* Sourced, screened, filtered resumes, interviewed and placed candidates
* Working closely with the team members to determine job requirements and appropriate recruiting strategies.
* Helped develop web-recruiting strategy, selected web search tools (Monster.com/Naukri.com/ Timesjobs.com etc). Used other sources like user groups, references and employee referrals for building up a network of qualified consultants.
* Developing and maintaining client relationships.
* Conducting telephone and face-to-face interviews to assess candidate's, professionalism and communication skills, for the qualified candidates.
* In Non-IT Recruitment, handled the position of Sales, Marketing and HR.
* Handled Recruitment of Medical Professionals.
* Preparing weekly, monthly & quarterly MIS reports.

**Clients Handled**

***FMCG/Consumer Durable, Automobile, Retail, , Real Estate* , *Pharmaceutical*, Doctors**

Samsung India LTD, Wrigley,

John deere, EICHER, Mahindra Defence System, Continental Engines ,

Good Earth, Sweta Esatate, IL&FS, GSK

**Achievements**

Done maximum recruitments in Automobile Sector and medical professional.

**Academic Credentials**

M.B.A (HR) in 2012

*Madurai Kamraj University(Tamil Nadu)*

B.Tech. (Computer Sc & Engg) in 2004 (Full Time)

*B.P.U.T(Orissa), Secured 73% marks.*

10+2 in 2000

*Christ College, Cuttack, Orissa Board, secured 63% marks*

10th in 1998

*Stewart School, Cuttack,I.C.S.E, secured 76% marks*

IT SKILLS: MS Office(Word, Excel, PowerPoint& Outlook), Internet Recruiting Techniques and Human Resource Information Systems, C, C++, VB, VB.NET,ASP.NET, SQL Server 2000

**PERSONAL MINUTIAE**

Date of Birth: 15th November 1982

Gender: Female

Marital Status: Married

Nationality: Indian

Language: English, Hindi, Oriya and Urdu

Visa Status: Tourist Visa

**Passport Have valid Passport**

**QUALITIES:**

-Reliable, sincere, motivated and hardworking

-Ability to handle any situation with a balanced frame of mind.

-Ready to accept any responsibility

**DECLARATION:**

I hereby declare that all details furnished above are true and correct to the best of my knowledge.