Harsha

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**Career Objective:**

To contribute as a key member in an organisation, that provides exceptional service and value addition to its clients and its employees. This will help the organization to stay at the cutting edge in the market and industry.

I firmly believe that this would help in my personal growth as well, both on the professional and the personal front.

**Work Experience:**

**Organization:** Al Shirawi Enterprise LLC

**Designation:** HR- Executive

**Duration :** (Nov 2011 – Sept 2012)

* Handling the entire man power recruitment process.
* Understanding the manpower requirement and do the headhunting for best output.
* Handling initial screening and the interview process on a global platform
* Optimum utilization of Job Portals and generate leads.
* Handling employee claims, Medical Bills and other reimbursements.
* Coordinating with PRO regarding the employment visa for candidates after processing the documents
* Joining formalities of the new candidates and introducing them to various departments.
* Create oracle ID’s for the new candidates and handle their data base
* Independently handle the drafting of letters and certificates like, appointment letter, Salary certificate, Salary transfer letter, Confirmation letter, Termination letter, Bank loan letter, Transfer letter and Experience letter, warning letter, NOC letter, Memos etc
* Maintain, update and improve the administrative employee’s data base to ensure a strong record Update the HR management system (ORACLE - HRMS)
* Provide a major support to the HR Manager, PRO and head of department
* Providing information and assistance regarding HR activities, processes, policies and procedures to the employees
* Offers/contracts preparation, and correspondence.
* Managing the termination process including exit paperwork.
* Addressing employee related issues, incidents, complaints and inquiries
* Co-ordinate with PRO to get Business Visa for Managers / Others & get the Bond signed by employees those who are going for training.
* Applying and coordinating with PRO for Employment visa, Transit visa, Visit visa, Processing for labour card and visa stamping, renewal of labour card, visa and passport renewal.
* Issuing Labour card & Passport to employees.

**Organization:** COMMERCE SOFTWARE SOLUTIONS, INDORE, INDIA.

**Designation:** HR- Recruiter

**Duration :** (1 SEPT 2008 – 31 MAY 2011)

* Create, maintain and update the data of the clients and candidates.
* Developed hiring plans, conducted interview and training.
* Sourcing & screening the candidate profile based on the company’s requirements.
* Data generation from various job portal, references, contacts etc.
* Posting requirements in various job sites like naukri.com, times jobs .com, etc. and filtering the responses based on company’s requirements.
* Interviewing the selected candidates
* Follow up the candidates from first round of interview till last round.
* Follow up the selected candidates for their offer letter and joining dates.
* Developed and established the discipline policy and recruitment policies guidelines for employees.
* Implemented flexible benefits plans, incentive pay, and rewards and recognition programs.
* Expanded internal training initiative to contain supervision and leadership programs including performance evaluation improvement.
* Launched recruitment internal functions, reduce recruitment expenses
* Restructured organization structure
* Rebuilt the benefit programs for employees and clients
* Developed and implemented series of innovative HR programs and services and leadership initiatives, including training and succession planning.
* Direct human resource function, recruiting, hiring practices, benefits and compensation.
* Conducting external recruitment for various levels of the organization including BPO, insurances, management.

**Qualification:**

* MBA from Sanghvi Institute of Management, Indore (DAVV University) in year 2008.
* BBA from IPS Academy, Indore (DAVV University) in year 2005.

**Core Competencies**

**Decision Making & Leadership**

* Identifying a problem and implement steps to overcome that.
* Develop and implement new plans in sync with the organizational objectives.
* Always have a long term perspective in the planning and strategizing.
* Focus on quality improvement programmes

**Interpersonal and Communication**

* Open, honest & committed.
* Effective communication skills with fluency in English & Hindi languages.
* Interpersonal relations always on high priority
* Ability to work in multicultural environment

**Team Player**

* Recognizing and accepting weaknesses and strengths of others
* Willing to step up and do their part for the team

**Computer Proficiency:**

* Windows Operating System
* MS-Office (MS Word, Excel, Power point)

**Personal Details:**

Date of Birth: 22 June 1985

Gender Female

Marital status Married

Language known: English, Hindi and Sindhi.

Nationality Indian