**Objective**

Looking for a position in Personnel or Human Resource Management which will require me to apply my experience and education to assist and support the company in the accomplishments of its goals.

**Skills**

* Recruitment, Selection & Onboarding
* Performance Management
* Client Relationship Management
* Data Mining
* Team Handling
* Mapping
* Campus Hiring

 **Career Summary**

## 4 years of work experience in the field of Human Resource Management

## A good record of achievement in handling corporate recruitment and campus hiring

## Successfully assisted Director- Staffing in developing and implementing strategic action plans to improvise the performance of the business team across the country

## Preparing and sharing data on a monthly basis for various HR processes like Reward and Recognition, Incentive Calculation, Productivity Report etc.

## Expertise in data mining

## Coordinate and administer college recruiting initiatives and objectives

## Perform interviews with applicants, asking questions relating to career, experience, and education, as well as general questions regarding work ethic, standards, etc

## Worked on a social project- Himayat (http://himayat.org/) for 8 months as a Centre Head & Soft Skills Trainer

## Certified as Trainer in MASTERY i.e., generic training skills-2012 by IL &FS

## Strong inter personal skills along with the ability to multi task

## Practiced computer skills (Word, Excel, Outlook, Power Point)

## Multilingual: fluent in English, Hindi, Urdu & Kashmiri

## Education

## School: Institute of Management and Technology (IMT Ghaziabad)

## State & Country: India

## Degree/Level Attained: MBA

## Completion Date: August 2014

## School: Islamic University of Science and Technology (IUST Awantipora)

## State & Country: India

## Degree/Level Attained: M A

## Completion Date: August 2010

## School: University of Kashmir

## State & Country: Jammu & Kashmir, India

## Degree/Level Attained: Bachelors

## Completion Date: January 2008

## Work Experience

**Company Name: ManpowerGroup**

City/Country: India

Role: HR Consultant

Department: Executive Office

Start Date: August, 2013

## End Date: March, 2015

## Reporting Manager: Director-Staffing

## Work Description:

**Main Duties:**

* Providing operational support to Director-Staffing and First Line Managers by being point of reference for policies, process & applications in HR disciplines; manage employee relations issues related to job/role satisfaction
* Co-ordinate with the Branch Heads about workforce supply and challenges, replacement and recruitment
* Responsible for internal hiring Pan India for various positions; and arranging their Business Induction
* Short listing Employees for Reward & Recognition program each month
* Supported Director-Staffing for finalizing the appraisals and performance ratings and sharing data with Senior HR Manager
* Maintained KPI and appraisal documents of the team
* Quarterly preparing productivity report of recruiters, sales team, project and branch managers
* Responsible to collect and update company Head Count Data Pan India
* To actively manage in presenting business operations related issues by closely coordinating with the Branch Managers

**Company Name: ManpowerGroup**

City/Country: India

Role: HR-Consultant (Workforce Readiness Program)

Department: Training & Development

Start Date October, 2012

## End Date July, 2013

## Reporting Manager: Project Head (Workforce Readiness Program)

## Work Description:

**Main Duties:**

* Hiring trainers and other profiles as in Placement Officer, Training Officer/HR/Program Manager
* Induction and on boarding of new recruits and facilitating their smooth entry into the organization.
* Providing support to internal as well as external teams for hiring in bulk through Campus connect and association with Sector Skills council
* To tie up with companies for fresher’s hiring and mapping of Institutes/ Universities and Companies
* Reviewing Trainer feedback and coaching.
* Sensitizing trainers for content delivery and quality check of Trainer’s delivery.
* Manage Quality of work being delivered to clients and handling grievances.
* Publishing of weekly/monthly Training Dashboards of existing clients
* Consolidated attendance, documenting and getting approvals for Trainer’s claims and invoices.
* Processing salary, audit regularly, weekly reports, DAR (daily activity report) sent by trainers
* Responsible to connect with the campus for hiring and conducting drives by identifying persons with the required skill sets, selecting ideal candidates.
* Establishing successful alliance between Manpower’s client requirement with Educational Institute, Government and Market Leader Companies to develop the skills and competencies required in order to help in recruitment, selection and hiring candidates from Universities, Educational and Training Institutions

**Company Name: Infrastructure Leasing & Financial Services**

City/Province: India

Role: Centre Head & Trainer

Department: Training and Development

Start Date: January, 2012

## End Date: August, 2012

## Reporting Manager: Project Manager-State

## Work Description:

**Main Duties:**

* Organized and managed team level activities that assist in development and implementation of HR strategies for the centre
* Supervised the overall activities of the centre including mobilization, training, placements, MIS, logistics and administration.
* Conducted counselling sessions of the trainees across various centres to facilitate suitable placements
* Delivered training programs on English Vocabulary, Speaking Skills & presentation, behavioural issues, interpersonal communication and hygiene/ appearance for the trainees.
* Coordinated with the clients and regional team to facilitate interviews and placements for trainees besides follow-up and planning for future initiatives and placement activities.
* Carried out PR/ coordination with the employers on national as well as state level.
* Coordinated between employers, candidates, respective centre coordinators and national placement team at Delhi.

**Company Name: Wipro Technologies**

City/Province: India

Role: HR Executive

Department: Talent Acquisition

Start Date: April, 2011

## End Date: January, 2012

## Reporting Manager: HR Manager-Talent Acquisition

## Work Description:

**Main Duties:**

* Communicated with candidates, recruiters and the interview panels at all the stages of the interview and selection process as a coordinator
* Organized and scheduled interviews and recruitment drives organized by the various talent acquisition teams Pan India.
* Assessed candidates for vacant positions and referred candidates for suitable placements in other business units of Wipro.
* Provided support services to Team members responsible for campus hiring, induction and recruitment procedures.



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