*HR professional*

Profile Summary:

* 5 years of extensive experience in HR Recruitment and Generalist activities.
* Currently working in Wipro as HR Executive for India, Australia and EMEA region primary focus including UK, German, Turkey and rest of the countries.
* Completed MBA HR (Full time) in, “Aloysius Institute of Business Administration” **NAAC accredited with GRADE 'A'**
* Strong desire to succeed in HR career by having hands on knowledge and exposure in diversified HR areas.

*Work Experience*

**Wipro Technologies**

**Sr. HR Executive (Sep 2011 till present)**

**India**

**Roles and Responsibilities:**

* Responsible for Global recruitment and staffing needs of the organization
* Post Job Description on various job portals, Social Media, LinkedIn, Intra site.
* Screening, initial interviewing and proceeding with the selection process
* Verifying current Visa/Work permit status and process Tier 2 work permit for UK and 457 work visa for Australia location.
* Preparation of Offer letters and Employment contracts
* Worked on skill sets like Java, Testing, SAP, Oracle, SOA Architect etc.
* Maintain records of the recruitment and selection process in line with current legislation and organizational requirements.
* Maintaining all necessary documents like passport copy, HR form, Certificates significant to release offer.
* Responsible for On boarding, Joining Formalities and Documents Collection.
* Organizing Induction programme by arranging Inductor and sending calendars, Welcome Kit to all new joiners.
* Liaise with recruitment agencies.
* Support Payroll, Employee Relations and Performance Appraisals.
* Attending Campus program for coordination of interview process.

**Jobconsultancy.com –**

**HR Executive (Sep 09 - Aug 2011)**

**India**

**Roles & Responsibilities:**

* Handling end to end recruitment process of various requirements.
* Designing job descriptions templates.
* Handling skill sets like Tibco, Web sphere Commerce, .Net, QA-Testing, Mortgage BPO, Real Estate Business Development Manager, Finance and Insurance Managers.
* Sourcing and coordinating till the joining.
* Engaged in Employee Relation, Attendance & Leave management.
* Joining formalities & updating candidates’ reports.

**Franklin Templeton Mutual Fund Investments**

**Executive Officer (Aug 2006 - May 2007)**

**Mangalore, India**

Education Qualification

* MBA- Full time (specialization in HR)- Aloysius Institute of Business Administration, Mangalore, 2009
* B.com - St Aloysius College, Mangalore, 2006

Skills

* Microsoft Office 2010 - Excel, PowerPoint, Outlook.
* Worked on Synergy SAP
* Accept Challenges, Curious and Decisive Thinker.



**Gulfjobseeker.com CV No:** **1487682**