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**HR-OFFICER/HR-RECRUITER**

Confident, creative and highly qualified HR professional with almost **3 years** of distinguished performance. Broad-based background encompasses exceptional work ethic and commitment to organizational objectives with a highly competitive and rapidly changing marketplace. Proactive team builder and tactical planner with ability to attract and secure key players in building strong and lasting business relationships. Recognized for deceive leadership and proven ability to face challenges head-on.

**PROFESSIONAL EXPERIENCE**

**Organization: Neo Soft Technologies Pvt. Ltd**

**Designation: HR-Officer**

**Tenure: 3 Years**

Key Responsibilities:

* Employee Referral Program and Within the Organization.
* Head Hunting / Executive Search & Campus Visits.
* Management Consultant Services hiring.
* E-services through Naukri.com web portal and Newspaper Advertisement.
* Selection and appointment of Outlet Staff, Management Trainees & Cluster Managers.
* Maintaining employee files and documents background check.
* New Employee joining formalities and statutory compliance.
* Issuing Offer Letter and Appointment Letters & completion of Joining Formalities.
* Making employee known the Policy and Culture of the Company.
* Employee Engagement Activities like Cafeteria Eating, Birthday Celebration, picnics etc.
* Employee grievances handling.
* Co-ordination for Training Program in the Company.
* Ensure Training effectiveness by taking feedback from the trainees.
* Framing various Policies and Procedures for the organization.
* Designing suitable Performance appraisal System.
* Timely implementation and distribution.
* Create Employee Reward system.
* Identifying training needs after Performance Appraisal done.
* Designing proper Training program with consultation to HOD.
* Sourcing faculties (Internal and External), Developing Training Academy.
* Getting feedback from the trainees .
* Development of Action Plan/Schedules for and coordination for progress find out lapses and develop action plan to overcome it through consultant.
* Increment records, Policies and all contract papers.
* Employee Personal Files, Their Personal records, Salary Records, Company House Records.
* Issue of Experience Certificates, Holidays Orders, Charge sheet, Leave Calendar, etc.

**ACADEMIC CREDENTIALS**

* **M.B.A**. – Master of Business Administration from Osmania University, India.

**Specialization: Human Resource.**

* **B.E.** - Bachelor of Engineering from Osmania University, India.

**Specialization: Electronics & Communication Engineering**

* High School Certificate from Board of Intermediate
* Secondary School Certificate from A.P. Board Examination

**STRENGTHS**

* Determined to learn with Practical approach.
* Good Communication Skills.
* Enthusiastic and can produce results under deadline constraints.
* Independent & Self-Motivated.
* Committed to deadlines & schedules.
* Innovative for making work success.
* Pro-Active.

**SOFTWARE SKILLS**

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| **Category** | **Name** | **Proficiency** | **No. of years Used** |
| Administrative | **MS-Office** **2003, 07 & 10**  (MS-Word, MS-Excel, MS-Access, MS-PowerPoint, MS-Out Look) | Expert | 3 Years |
| Accounting | Tally ERP | Expert | 2 Years |
| Accounting | Peachtree Accounting | Intermediate | 1 Year |

**PASSPORT DETAILS**

* D.O.B.: 17-June-1989
* Nationality: India