**M R S . R A J A N I**

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**Carrier Objective -**I am a confident, energetic, self-motivated individual, wants to be recognized as a leader andsuccessful management professional with an insight in the field of Human Resources and to enhance the degree of knowledge through working and interacting with professionals. Wish to contribute to the organization growth by delivering tangible results and achieve the highest level of proficiency and success.

**Core Competencies**

1. Human Resource Management
2. Recruitment
3. Training
4. Business Development
5. Client Relationship Management
6. Team Management.

**Strategic Responsibilities**

1. Explored potential avenues for market growth, develop prospective clients
2. Administered the entire operations including hr activities, market development, revenue generation and client relations
3. Designed and implemented competent HR & Marketing strategies for accelerated business growth
4. Established excellent rapport with the existing clients, developed new clients and generated more revenue

**Academic Qualification**

* Schooling done from M.E.S. Indian School (CBSE), Doha, Qatar-Arabian Gulf, completed SSC from Mumbai University
* Bachelor’s Degree in Arts (B.A.) majoring in Economics from S.I.E.S. College
* Diploma in Software Programming from SIES College
* MBA with Specialization in HR from Kaizen School of Business Management, affiliated to BLOOM EDUCATIONAL TRUST registered under act 29 of 1950, Government of Maharashtra, KSBM is also an associated member of CODS and IADL, London. Accreditated with QATECHNIC from Turkey, DAR (German Akkreditation Council) and TGA (German Association for Akkreditation).

**Employment Synopsis -**

Previous organization – VNTS Management Consultancy , Belapur, Navi Mumbai

Designation – HR Manager ( Recruitment , Administration & Operations )

Period of experience – August 2010 – February 2012

Job Profile :

Recruitment & Selection:

* Expertise in managing the entire Recruitment Life Cycle for sourcing the best talents from diverse source
* Interacting with the clients and analyzing their requirement
* Identifying and scrutinizing the profiles which meet the requirements
* Reviewing recruitment procedures and job analysis
* Monitoring daily performance of the team
* Taking Interviews of all screened, shortlisted candidates
* Keeping a track of the attendance & leave records of employees
* Training the team of recruitment co-ordinators and Marketing Executives

General Administration:

* Coordinate with staff for operational support activities of the unit; serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
* Reviewing day-to-day administrative tasks such as maintaining information files, orders and processing paperwork.
* Check & reply all e-mails on daily basis, in order to make sure no mail remain non-responded by the end of the business day. Setup and coordinate meetings and conferences.
* Interact with customers, vendors and all related negotiations

Name of organization – Thyrocare Technologies Ltd.

Designation – HOD – Training & Development

Period of experience – Since Nov 08 – January 10

Location – Sanpada, Navi Mumbai

Job Profile :

Joining Formalities & Inductions:

* Managing the joining formalities of employees.
* Giving 5 day introduction to new joinees about company

Training & Development:

* Identification of training needs
* Planning & designing the training program
* Conducting 5 Days Training Program for staff and franchisees
* Evaluation performance & post training follow – up .

Performance Evaluation & Grievance Handling:

* Evaluating the growth and monitoring the performances of all staff in the organization
* Conducting interviews for disciplinary measures & exit interviews
* Identifying the quality employees and suggesting to CEO for higher KRA and growth

prospects to

those deserving

* Maintaining the records of the performance of the employee

**Previous Experiences :**

1. Name of organization –**Asian Heart Institute Pvt. Ltd.,** BKC, Mumbai Designation –Exe- Marketing & Sales

Period of experience – June 05 – December 06

Job Profile - Reporting to the Head Marketing - Handling PR, Advertisement & Media Coverage

B)Name of organization – **Argus Electronic Security Systems Pvt. Ltd.,** Nariman Point, Mumbai Designation –Sr. Customer Service Head

Period of experience – Sept 03 – June 05

Job Profile - Reporting to MD - Maintaining key accounts & responsible for generating new account&AMC’s

1. Name of organization – **First eService (I) Pvt. Ltd.,** Powai, Mumbai Designation –Sales Co-ordinator

Period of experience – Aug 01 – September 03

Job Profile - Reporting to the V.P. – Handling the B.D. and Sales staff. Co-ordinations with team and Clients

KRA Overview -

* Making customized business proposals & giving solutions to the corporate clients
* Focus on network business, outstanding and collections
* Pre & Post sales / service interaction with the customers
* Team management – giving daily task, priorities, responsible for operations and functioning of the team and reporting to Superiors & Management on developments
* Keeping track of all India databases for new prospects
* Internal co-ordination with the team, network, supporting departments & clients
* Working experience with CEO, V.P.’s, G.M.’s , Senior Managers & other delegates, assisting in travel arrangements, organizing meetings, events & promotional activates
* Screening, Procurement, Interviewing & conducting training for staff & network
* Co-ordinating with the print-media, T.V.channels, radio, promotional advertisement firms, corporate film makers and vendors.
* Daily progress reports, performance review. Ensuring strict compliance with process, procedures and quality parameters.

Highlight of Skills –

* Entrepreneurial & leadership qualities
* Good communication& presentation skills
* Can work efficiently with a team or individual, dynamic & optimistic team player
* Systematic, strong determination & committed work approach
* Good sense of responsibility, planning, expediting work and problem solving
* Excelling in Client Interaction, Customer Service, Operations & Administration
* Practicing self development, constant improvement & creative approach to work
* Good Ethics with a strong spiritual bent of mind
* Ability to interact with and handle clients efficiently.
* Proven track record in identifying potential avenue for market growth, devising marketing strategies and executing the same for business growth

**Achievements -**

* Handled prestigious segments naming few: Banks - Axis, ICICI, Dena, IDBI, HDFC etc. Corporate houses : RIL,L&T, Air France, Merck, UK & US Visa, Transindia, J&J, L&T, Mastek, Sun Pharma, Glenmark, Crompton Greaves, Super Cassette, Pantaloon etc..
* Trained around 1400 candidates in a year, includes network members and staff, taking lecture for more than 150 batches, given 25000 man-hours training. Focusing on modules, training efficacy, motivating, monitoring and guiding the staff and network to work effectively and deliver productive results.
* Conducted major seminars, events & exhibitions along with print & media coverage’s naming few:
  1. Organized the visit and event at Asian Heart Institute of Honorable Ex-President of India Dr. A. P. J. Abdul Kalam’s for the inauguration of Peadiatric I.C.U. - Year 2006
  2. Conducting World Heart Day Campaign all over Mumbai including camps & coverage’s in various parts of the city for 2 consecutive yrs in association with Times Wellness & Rotary Club – Year 2005 & 2006
  3. Co-ordinating team member for Standard Charted Mumbai Marathon Year 2006
  4. Co-ordinating team member for Ramon Magsaysay Award 1994, felicitated by SIESCollege
  5. Co-ordinating team member for largest Human Chain with SIESCollege recorded by Guinness World Records -Year1992

International Events -

1. Delegates team handled for the Cardiologist Society of India (C.S.I.) forum – Year 2005
2. Organized the 10 days program during the visit of Dr. Mohan Reddy the renowned Pediatric Surgeon & team of Children’s Heart Link, International N.G.O. from Stanford, C.A., came to operate 10 under privileged cardiac cases – Year 2005

**Personal Information –**

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| Date of Birth- | 10th July 1977 | |
| Sex | - | Female |
| Nationality | - | Indian |
| Marital status | - | Married |
| Languages | - | Malayalam, English, Hindi & Marathi |
| Interest | - | Reading, music, traveling & photography |
| Reference | - | Supplied upon request |

**Personal Traits:**

Positive Attitude, Honest , Responsible , Adaptability, Patience, Confident, Dutiful, Fair, Intelligent, Reliable, Trustworthy, Obedient, Quick Learner, Independent, Team player

Passport Details –

Passport – YES

Country - India

