**First Name of Application CV No 1639218**

Whatsapp Mobile: +971504753686



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**Work Experience:**

***Organization:******Hein + Fricke Pvt Ltd***

**Designation: IT Recruitment Manager**

**Duration : March 2015 to till date**

**Responsibilities:**

* Design and implement overall recruiting strategy(End to End Recruitment)
* Develop and update job descriptions and job specifications
* Source and attract candidates by using databases, social media etc
* Screen candidates resumes and job applications
* Conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule
* Onboard new employees in order to become fully integrated
* Act as a point of contact and build influential candidate relationships during the selection process
* Promote company’s reputation as “best place to work”

***Organization:******Datamatics UK Pvt Ltd (Datamatics Group)***

**Designation: IT Recruitment Consultant***.*

**Duration : Jan 2015 to Nov 2015**

**Responsibilities:**

* Responsible to work for Domestic PAN India & International Client requirement across UK, Germany, UAE.
* Keeping the management in loop on clients’ interviews, project start dates etc.  
  Coordinating with the consultant till he reports to the clients reporting manager.  
  Aggressive, dynamic & result oriented with strong communication skills.
* Working for Several C2H (Contract to Hire) & Permanent Positions.
* Conduct interviews; determine qualifications and present candidates to Account Managers and Client Managers.
* Responsible for the entire End to End Recruitment process.
* Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
* Conducting interview drives periodically.
* Develop a pool of qualified candidates in advance of need.

***Organization Name: Appeal Group of Companies. (Appeal Soft Pvt Ltd)***

**Duration: From: June 2014 to Dec. 2014**

**Designation: HR & Business Co-coordinator**

**Responsibilities:**

* recruiting and staffing logistic
* performance management and improvement systems
* employee orientation, development, and training
* policy development and documentation
* maintaining employee relations
* compensation and benefits administration
* Generation of Leads for Business development

***Organization: Rriddhi Siddhi Real Estate Pvt Ltd.***

**Duration : May 2011 to July 2012**

**Designation: HR Executive**

**Description:**

* Searching Clients
* Understanding Requirements
* Outsourcing of Candidates
* Fixing Interviews / End to End Recruitment

**Responsibilities:**

* Plan, develop and implement strategy for HR management and development.
* Establish and maintain appropriate systems for measuring necessary aspects of HR development  
  Monitor measure and report on HR issues, opportunities and development plans and achievement within agreed formats and timescales
* Contribute to the evaluation and development of HR strategy and performance in co-operation with the executive team.
* Plan for employee’s performance appraisal; develop tools for appraisal, job evaluation and development.
* Plan and direct for Training of employee including senior managers, maintain contact with outside resources for training.

**Summer Internship:**

***Organization* : *SourceKode Technologies***

**Project Title : Training & Development & its Strategic Importance**

**Duration : 13th May to 12th July 2013**

**Description :**

* Identifying training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments.
* Designing and expanding training and development programs based on both the organization’s and the individual's needs.
* Monitoring and reviewing the progress of trainees through questionnaires and discussions with managers.
* Developing effective induction programs.

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **Year Of Passing** | **University / Board** | **Major Subjects** | **Percentage** |
| MPM II | 2014 | Pune University | Human Resources(HR) | 68% |
| BA(Psychology) | 2012 | Pune University | (Psychology) | 70% |
| HSC | 2009 | State Board of Maharashtra[Pune] |  | 70% |
| SSC | 2007 | State Board of Maharashtra[Pune] |  | 61.23% |

**Personal Information:**

* **Hobbies:**

Listening to music, swimming, travelling and adventure.

**Skills:**

|  |  |
| --- | --- |
| **Computers** | MS Office  MS Outlook/PowerPoint/Excel/Word |
| **Any other** | 1. Completed Project in “ENVIRONMENTAL EDUCATION”  2. Completed Project in “CHILD DEVELOPMENT” |

**Personal Details**

|  |  |
| --- | --- |
| **Date of Birth** | 3rd October 1991 |
| **Marital Status** | Single |
| **Languages Known** | English, Hindi, Marathi, Gujarati |