Human Resources Management Professional seeking opportunities where experience in selection & staffing, internal program development and management, employee relations, and project management will enhance a company’s overall strategic plan and direction.

**ORGANIZATION DETAILS**

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Designation** | **Tenure** |
| Randstad India | Consultant - Talent Acquisition | August 2014 – July 2015 |
| Covenant India | Executive – Talent Acquisition | October 2012 – June 2014 |
| Barclays Shared Services | Process Advisor – HRSS | July 2011 – February 2012 |

**Randstad India (August 2014 to July 2015)**

**Company Profile :**

Randstad is a Dutch multinational human resource consulting firm headquartered in Diemen, Netherlands. Randstad is the world's second-largest HR service provider. It was founded in the Netherlands in 1960 by Frits Goldschmeding and operates in around 40 countries. In 2012, the company achieved a turnover of €17.1 billion. Randstad employs around 29,320 of its own staff, whilst 580,000 people are deployed in other companies every day through Randstad. Globally, Randstad has 4,496 branches.

Randstad India is a division of Dutch-based Randstad Holding NV. The inception of Ranstad India was in 1992 as "Ma Foi Management Consultants Ltd", a Chennai based HR service provider, which in 2004 merged with the Dutch HR provider - Vedior NV. In 2005/2006, with two back to back acquisitions of Indian recruitment companies - 'EmmayHR' and 'Teams4U', Randstad stamped its entry in India. Randstad Holding NV acquired the operations of Ma Foi, through its 2007 acquisition of Vedior; and named its Indian operations as "Ma Foi Randstad" in 2010. Eventually in April 2012, it rebranded as "Randstad India". Randstad is a full spectrum HR services provider for clients worldwide and has been directly involved with careers of over 320,000 individuals. Corporate clients include over 250 organizations in Fortune 500 list.

**Consultants – October 2012 to July 2014**

**Company Profile:**

Covenant is head-quartered in Chennai, India and offers HR services to customers across the country. We have an extensive network of offices servicing more than 450 clients in 6 major cities across India. Covenant has grown from 3 people in 2003 to a 300-strong team of committed, motivated people who are focused single-mindedly on customer satisfaction. With a combined

experience of more than a hundred years, and a depth and diversity of knowledge, Team Covenant offers customers a distinct edge.

**Covenant’s Vision is to be the Leading HR Consulting Company in India by 2020. Covenant will achieve this vision in an ethical manner, offering the highest quality personalized service to clients as well as a fair deal to candidates.**

**ROLES & RESPONSIBILITIES (OCT 2012 - JULY 2015)**

**Major Responsibilities**

* Responsible for end-to-end recruitment life cycle.
* Sourcing profiles through Job portals (Naukri, Monster, Times) referrals, database, Social Network (LinkedIn), Headhunt.
* Work closely with Hiring Managers to develop position profile and to understand overall needs and requirements. (Description, salary, timing, expectations, etc)
* Negotiate & convince the candidates to accept the offer & joining at the earliest
* Have been as Single Point of Contact (SPOC) for Investment Banking, Shared Services Clients & BPO clients.
* Create a comprehensive job description based on hiring manager specifications to be used to present to candidates and to post to job boards and internal gateways.
* Recruitment which involves sourcing and head hunting, scrutinizing & short listing resumes from entry level to Top Management level positions.
* Work with Sourcing Analyst to develop appropriate sourcing strategies for each role. Scheduling telephonic and in person interviews for local and short-listed Candidates
* With use of recruiting tools, review and select candidates to move forward from the slate presented by sourcing efforts, determine and instruct next course of action.
* Develop and Manage strong consultative relationships with hiring managers and candidates.
* Solicit and document hiring manager and candidate feedback throughout the interview process.

**Other Responsibilities:**

* Contacting candidates, following-up with candidates, and managing candidate pipeline. Scheduling interviews, briefing and debriefing candidates before and after interviews.
* Maintaining timely documentation of all conversations with candidates within our internal database.
* Posting job descriptions on job boards, and tracking posting status and records. Getting in discussion with the clients for further new requirements & guidance.

**Account Management and SPOC duties**

* Requirement gathering and daily calls with the Account Manager (Client).
* Attend Agency / Vendor Briefing Calls with the Operations Managers (Client) for clarity of roles to be hired.
* Define Job Order (Checklist) as per client Requirement.
* Assist team members with the role clarity and candidate search. Double validation of relevant profiles before sending to the client.
* Assist the client in scheduling the interviews and Document submission. Weekly follow up with Candidates till they join and invoice is raised.
* Point of Contact for raising invoice and billing purposes.

**Skills Worked on for Various MNC Clients**

**Domain exposures are as follows**

* Investment Banking & Capital Markets Wholesale & Retail Banking
* Finance and Accounts Audit and Taxation
* Risk and Excellence
* Research and Analytics
* Niche Skillsets (Control Testers, Trade Guarantees AVP etc.) Procurement & Supply Chain Management
* Transactional Quality – Business Excellence Financial Planning & Analysis
* Management Information Reporting Financial & Regulatory Reporting
* Financial Crime Risk Project Management

**Major Achievements:**

* Have been recognized as a Team Topper – BFSI in the months of January 2013, February 2013, August 2013, October 2013 & June 2014
* Have been recognized with Bravo Cards & Spot Incentives.
* Have been recongnized for over - achieveing the Invoice target by 135%.

**OTHER ORGANISATION DETAILS**

**Barclays Shared Services: (July 2011 – February 2012)**

Designation – Process Advisor

Department - HRSS

**Primary Responsibilities**:

**Major concentration focused on Organizational Management.**

* Handling Post recruitment activities.
* Generating position ID’s for new joiners and updating the Grade Equivalent for the new positions ID’s created which would a play vital role in Payroll.
* Maintenance of employee database.
* Aligning the entire organizational structure of every employee.
* Supported in Handling Migration of activities.
* Processed all the BAU’s in the agreed SLA and TAT.
* Ensure no compromise done on RISK grounds.
* Responding to queries raised by respective delegates on the transactions processed by us.
* Handling investigations and queries.
* Ensure strict compliance to Zero Tolerance.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | **SYSTEMS USED** | |
|  |  |  |  |  |  |
|  |  | **APPLICATIONS** |  | **COUNTRIES** |  |
|  |  |  |  | For countries like UK, India, China, Singapore, |  |
|  | SAP 4.7 |  |  | Lithuania before migration |  |
|  |  |  |  | UK markets, India, Singapore, China, Lithuania. |  |
|  | SAP 6.0 | – HEP ALLAPPS |  | Egypt and Western Europe Countries. |  |
|  | SAP 6.0 | – HRP SAP HR |  | African Countries except Egypt. |  |
|  |  |  |  | For all countries mentioned above - used to create |  |
|  |  |  |  | the Service Requests received in Queue, which also |  |
|  |  |  |  | gets categorized and serves as a proof for |  |
|  | Seibel |  |  | completion within the Agreed SLA and TAT. |  |
|  |  |  |  | | |
|  |  |  | **SECONDARY RESPONSIBILITIES** | | |
|  |  |  |  |  |  |

* System (s) knowledge.
* To prepare Daily reports like EOM Fall out, Queued reports and Unassigned reports.

Areas of Expertise:

Possess excellent knowledge about Human Resources internal work. Possess excellent knowledge of systems and applications used.

Quick investigations and sending immediate escalations to countries to avoid any Operational Loss.

**MAJOR ACHIEVEMENTS**

* Ensured accuracy level of 100% for all transactions processed and to the related queries.
* Received a number of appreciations from Country Delegates.

**TRAININGS UNDERTAKEN**

* Write Right.
* Goal Setting
* Setting Objectives and planning of work.
  1. **CADEMIA**
* Bachelor in Commerce (2011) – Women’s Christian College (Autonomous) – 70%
* XII Std (2008) – Balalok Matric. Hr. Secondary School – 93%
* X Std (2006) - Balalok Matric. Hr. Secondary School – 78%

Additional Qualification

* Level 1 Foundation course from Alliance Francais (Madras).
* Tally 9.0

**PROJECT HANDLED (IN PRACTICAL)**

* Undergone an Internship Training for 30 working days at InfoSearch BPO Services in the month of May 2010.
* Successfully completed a project under topic “Emphasis on Selection, Recruitment and Attrition” from InfoSearch BPO Services. In brief, overall Recruitment, Selection Process and Attrition on the above mentioned company. Undertook a survey through Questionnaires and analyzed using Percentage method and submitted a report on it.
* Have done a study on Research Methodology and Human Resource Management during the Project Training Programme.

**PERSONALITY TRAITS**

* Remarkable analytical, logical and mathematical skills.
* Innovative in assessing the qualities of people.
* Efficient in communicating well in written and verbal both.
* Able to motivate the people.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **PERSONAL DETAILS** | |
|  |  |  | |  |
|  | Date of Birth | 20-April-1991 | |  |
|  | Place of Birth | Chennai |  |  |
|  | Nationality | Indian |  |  |
|  | Marital Status | Married |  |  |
|  | Sex | Female |  |  |
|  |  | To Speak: English/Tamil/Kannada | |  |
|  |  | To Write: | English/Tamil/French |  |
|  | Languages Known | To Read: | English/Tamil/French |  |

**First Name of Application CV No :** **1655790**

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