**Objective**

“To work in a stimulating environment where I can apply & enhance my knowledge, skill to serve the firm to the best of my efforts.”

**Professional Experience**

***A Competent HR Professional with 5 years’ experience in Lateral/ Leadership Hiring and HR Generalist activities***

**Tech Mahindra Business Services**

**March 2014 – Jan 2016**

**Position: HR Executive**

* Managing End to End recruitments for Lateral/Leadership hiring and maintain Apprentice headcount as per the Govt. in Tech MBS (Mumbai/Pune).
* Manage Recruitment life-cycle for sourcing the best talent from diverse sources like Job Portals, consultants, IJP, Internal database, Social Networking sites, Campus & Employee Referral Programs.
* Screening, Interviewing, Offer negotiation and fitment as per the grid.
* Develop, build network to find the right and qualified candidates.
* Update the open position on the TMBS internal site and manage the internal referral mail box.
* Closing each requisition within the given TAT and regular follow-ups with the candidates.
* To ensure the smooth onboarding process and provide the better customer experience.
* Stakeholder Management.
* Attending recruitment review calls / meets, along with Business Line Managers and Functional Heads pertaining to open /forecasted requirements and strategize planning.
* Vendor Management - Develop, build and constantly evaluate the performance of the Recruitment consultants and to provide ongoing feedback to ensure the right pool of candidates.
* Developing & maintaining MIS.

*Reason for job change: Moved to Dubai post marriage.*

**CMI Industry Automation- CMIIA**

**Dec 2012- Feb 2014**

**Position: HR- Generalist**

* Campus Recruitment & Selection.
* On boarding, Induction and Orientation of the new joiners.
* Conducting Employee Engagement activities and managing Employee grievances.
* Conducting monthly trainings to the blue collar and white collar employees.
* Examine, manage and update the Attendance/Time Management.
* Manage Administration activities and prepare daily, weekly and monthly MIS reports.

**SUTHERLAND GLOBAL SERVICES MNC**

**April 2011 – Dec 2012**

**Position: HR Specialist**

* Recruitment for leadership requirements for India, Philippines, Egypt, Bulgaria and Dubai.
* Responsibilities included sourcing and screening the candidates as per the criteria.
* Sourcing candidates through effective channels like Job Boards, cold calling & headhunting, company mapping & networking etc.
* Train the new hires on the cycle of recruitment process.

**Academic Credentials**

* Masters in Personnel Management and Industrial Relations from SNDT University in the year 2011 securing a first class.
* T.Y.Bsc specialization in Human Development from Mumbai University in the year 2009 securing a first class.
* H.S.C. from Maharashtra State Board in the year 2006 securing a first class.
* S.S.C. from Maharashtra State Board in the year 2004 securing a first class

**Academic projects and Internship’s**

* Concurrent field-work project with “Godfrey Phillips India Pvt Ltd” HR/Personnel Department – Duration 3 months
* Research long year project on “Employee Counseling” at “Godfrey Phillips India Pvt Ltd”
* Summer internship with Shushrusha Citizens Co-op Hospital Ltd – Duration 2 months

**Personal details**

* DOB: 27th October 1988
* Marital status: Married
* Nationality: Indian
* Visa Status: On Family Visa
* Linguistic Abilities : English, Hindi, Marathi

**First Name of Application CV No:** **1668708**

Whatsapp Mobile: +971504753686

