**First Name of Application CV No 1680240**

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**Objective**

***To be associated with a progressive organization within the HR Domain that gives me scope to be a part of a team that dynamically works towards the growth of the organization and upgrade my knowledge and skills in accordance with the latest trends to enable myself and the organization to reach higher echelons***

**Competence**

* Experience in IT/Non IT Recruitment and Client Coordination.
* Expertise knowledge in HR functions like Induction & training, Attendance & payroll management, leave management, exit formalities, interaction with managers, Coordination with internals.
* Facilitating the recruitment & selection process including identifying recruitment needs, advertising roles, candidate selection, liaising with managers, arranging interview and follow-ups.
* Solving the issues related to the payment and processing the salary structure.
* Supportive with all HR functions, visa processing, contract and renewal procedures.
* Proficiency in Job Analysis, Sourcing, understanding the client expectation etc
* Expertise in recruiting for the positions of Skilled, Semiskilled & Unskilled category and also recruited higher category including Project Manager, Business Development Managers, Doctors, Management Resources, Nurses, Engineers IT & Non IT, Banking sectors.
* Emotionally robust, ability to deal, deliver with regard to fast deadlines, acts with sense of urgency.
* Leadership skills & a strong team player.
* Excellent Communication and Interpersonal Skills.
* Self motivated problem solver and decision maker with the ability to set realistic priorities and initiate flexible courses of action to attain objectives.
* Ability to work under extreme pressure and ensure completion of deadlines.

**SKILL SET**

* Proactive and with intrinsic drive for service excellence and efficiency.
* Exact, reliable, structured, well organized working style.
* Positive, self – motivated and flexible nature
* Ability to take decision in difficult situation

**CAREER SCAN**

**HR Executive - M/s Prudential Travels Pvt. Ltd. (December 2013 – Till date)**

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***Role & Responsibilities***

* Working as HR Executive with Overseas client (Only Gulf Country).
* Schedule Client interview, Updating CRM Data and maintain good relation with client.
* Regular touch with project managers from overseas for any requirements related with projects, and prepares periodical announcements of required positions.
* Coordinate activities, information meetings, reports, schedules, confidential materials and various employee issues
* Assists the Clients with the recruitment, interviewing, and selection processes and sends appropriate correspondence to all applicants in a timely manner
* Arranging for all essentials needed for the recruitment drive, coordinating work with other staff members developing plans and strategies for recruitment.
* (Search for candidates on various Job-Sites/Portals (Naukri.com,  
  Monster.com and LinkedIn) with the appropriate skills as per the Job  
  requirement. (Sourcing candidates through various sources like Referrals, networking,  
  databank, Job portals, Head hunting).
* (Follow-up with concerned departments as well as the candidates till the  
  selected candidates gets the offer letter and joins the organization.
* (Developing a strong network with the employees so as to retain them for  
  future prospects.
* Coordinate with recruitment team and managers from Overseas related the visa process and departure of the hired applicants.
* Assist with coordination and provide administrative support to talent acquisition related activities, including talent planning, recruiting, and hiring.
* Support recruiter(s), schedule candidate interviews, update the Applicant Tracking System (ATS), facilitate candidate communications, and occasionally source candidates or handle a full-cycle search.

HR Executive - Global Innovsource Solutions Pvt. Ltd. (Dec 2011 - 2012)

* Capability to maintain the received information & Problem solving attitude with associates and maintained internal data of incoming electronic mails and calls on daily basis.
* Coordinate with Payroll staff and knowledge of leave management, PF, ESIC, calculation of basic salary break up, HRA.
* Escalations and follow-ups of cases requiring further action and resolved the issues of the associate in limited time frame.
* A natural communicator with proven ability to work efficiently in both independent and team environments.
* Look after the business enquiry, their requirements & forwarded to concern BDM.
* Escalations and follow-ups of cases requiring further action and resolved the issues of the associate in limited time frame.
* Emphasized the importance of services and works.
* To suggest areas of improvement in their daily processing and escalate appropriately.
* Respond to client queries both through calls and emails and manage escalations effectively.

**Achievements**

* Participated in paper presentations, national and international seminars.
* Active member of Madras Management Association (MMA)
* Actively Participated in management events, games.
* Won the First Prize with in Business Plan Seminar presented on “**Mass Production of Bio Gas Fuel from Macro Algae**” in Business Plan Competition on **9th ALL INDIA MANAGEMENT STUDENT CONVENTION 2010 organized by MMA in Chennai.**

**Technical Expertise**

* Management Tools: MS Office (Word, Excel, PowerPoint, Access, Outlook)
* V lookup, H lookup
* Job Portals: Naukri.com, Timesjobs.com, Monsterindia.com, Shine.com

**Training & Industrial Visit**

* One day Industrial visit to Indian Tobacco Company (Coimbatore)
* Undergone one month in-plant training in Pratibha Industries, Mumbai
* One day training at Infosys (Mysore)

**ACADEMIA**

* 2011 MBA (HR/ Marketing), Anna University, Tamil Nadu
* 2009 B.sc (Bachelor of Science), Mumbai University, Mumbai

**PERSONAL DOSSIER**

Sex/Marital status : Female/Single

Languages known : English, Hindi, Marathi, Malayalam and Tamil

Nationality : Indian