**HUMAN RESOURCE & ADMINISTRATIVE ASSISTANT**

Human Resource & Administration function plays a very important role in an organization, in a modern business environment the importance of these functions has increased immensely. I aspire to work on this important business functions learn & imbibe the best practices by utilizing my abilities and set myself on an exciting career path by positively contributing to the growth of organization.

**PROFESSIONAL EXPERIENCE**

**LEGAL & FINANCE COORDINATOR, JULY 2010 – PRESENT**

**SOLUTIONS LLC**

As a Legal & Finance Coordinator, I provide administrative support to the Legal Manager and Chief Financial Officer. Key responsibilities include:

* Record Keeping - File Management, maintaining databases and compiling various reports and ensuring strict confidentiality at all times.
* Proof Reading of contracts and important corporate documents.
* Follow ups with internal departments on documents
* Coordination
* Administrative Assistance
* Perform other duties as assigned

**HR EXECUTIVE, MARCH 14th ’10 – APRIL 15th ’10**

**SOLUTIONS LLC** deputed through LOBO Management

* Prepared Salary certificates, No objection Certificates, Salary Transfer Certificates
* Maintained the personal files of the employees
* Scheduled candidates for interviews
* Sourced resumes as per the requirements
* Regular interaction with PRO for Visa processing
* Enrollment of employees for the medical insurance
* Placed orders for business cards and access cards
* Created bank accounts for new joiners

**HR SENIOR ASSISTANT, APRIL 07 – MARCH 09**

**INDIA**

I was the single point of contact under Sourcing & Planning Team (Recruitment) for Business, Capability management, Resource and infrastructure management, Candidate management and other channels like Agency, Employee referral and low cost for the respective deals or requirements. Key responsibilities included:

* Solutioning of new demand.
* Shared the market information for the deals or requirements with the do ability.
* Prepared plans with targets for all the open demands and shared the same with the channels.
* Ensured the demands are met with in the SLA’s
* Ensured healthy channel mix (ER and Low cost being utilized to the max and agencies to least) in turn saving cost.
* Regularly followed up with stake holders i.e. channels, Candidate management and Business to ensure the movement of CVs till offer stage.
* Handled requirements related to finance, procurement, service management, project management etc. for across levels and locations.
* Ensured regular updates are made on the tool called ABACUS which is based on SAP module.
* Regularly maintained demand supply report with the actual demand, channel target, conversion percentage and through put.
* Prepared adhoc reports as and when requested.

**HR-DEAL SPOC, APRIL 07 – APRIL 08**

 **INDIA**

I was the single point of contact for Sourcing & Planning Team, Candidate management and other channels like Agency, Employee referral and low cost as a deal spoc. Key responsibilities included:

* Shared the demands with the channels.
* Ensured that the CVs sourced through different channels were processed with in the SLA’s.
* Regularly followed up with the Candidate management team for the updates till the offer stage.
* Handled a team of 5 people.
* Actively involved in posting ads (Job postings) on the career portal & third party portals.
* Involved in co-ordination & end to end event management of Job Fairs & Ad Walk-ins for BPO India.
	+ Interactions with sponsors.
	+ Internal team co-ordination.
	+ Traveled to different locations for events successfully completed the recruitment process.
* Involved in conducting interviews for across levels at office, Job Fairs & Ad walk-ins.
* Prepared various reports like sub channel reports (Print Ad & Job Fairs) for Low cost channels, weekly and monthly team reports and reports for respective deals or requirements
* Regularly interacted with the business and candidate management
* Prepared Market intelligence for new and existing deals.

**APRIL 06 – APRIL 07**

**TEAM LEASE, INDIA**

Worked as a Channel coordinator (Low cost channel) at Accenture deputed through Team lease. Key responsibilities included:

* Sourcing and mining profiles from internet, calling candidates, scheduling interviews & conducting tele/face to face interviews for all voice deals across locations & levels.
* Single point of contact for low cost channels for non-voice deals.
* Involved in posting ads (Job postings) on the careers portal & third party portals.
* Involved in co-ordination & end to end event management of Job Fairs & Ad Walk-ins for BPO India.
	+ Interactions with sponsors.
	+ Internal team co-ordination.
	+ Traveled to different locations for events successfully completed the recruitment process.
* Involved in conducting interviews and rolling out offers for entry level requirements at office, Job Fairs & Ad walk-ins.
* Prepared sub channel reports (Print Ad & Job Fairs) and team reports for Low cost channels.

**OPPORTUNITIES/LEARNING**

* Training on customer orientation, communication skills, Time Management, Interviewing Skills, Email Writing, First Things First etc.
* Training on Job Portals. (Naukri, Monster, Jobs ahead, Times job, Click jobs & Jobs street)
* Involved in preparation of presentation & giving an update on Low cost channels in the monthly Meeting.
* Prepared the skills dictionary with the detailed description of roles and responsibilities for the skills hired.
* Have trained the screeners or new comers.

**EDUCATION**

* **Bachelor of Commerce**: Bangalore University 1999 – 2002, Sheshadripuram College Bangalore
* **Pre-university Certification** 1997-1999, Sheshadripuram College, Bangalore
* **Secondary School** 1996-1997, Sri Jagathguru Renukacharya Education Society, Bangalore

**First Name of Application CV No :** **1695726**

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