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# Career Objectives

**Seeking a position to utilize my skills and abilities in the HR Industry that offers professional growth while being resourceful, innovative and flexible**

# Work Experience and Job Responsibilities

**Sr. HR Executive at Computer Solutions Pvt. Ltd. – India. (26 April 2013 – 31 March 2016)**

**Job Responsibilities:**

* Responsible for all human resource activities which include employment, compensation, Attendance & Leave Management
* Identify and source appropriate talent for current open roles within the organization
* Identify future talent needs and proactively recruiting and sourcing
* Manage the recruitment process and life-cycle, including initial assessments, interviews, and offers
* Counsel the candidates on corporate benefits, salary, and corporate environment
* Use social media and other technical means to source candidates an develop college recruiting programs & referral programs
* Develop tie ups with third party recruitment agencies and staffing firms and manage the recruitment needs
* Process Improvements & Policy Implementation
* Prepare and maintain company salary structure, job documentation, and job evaluation
* Prepare and Process payroll
* Design and conduct new employee orientations
* Conduct Competency Mapping & Identify internal and external training programs to address competency gaps
* Assess training needs for new and existing employee. Prepare, facilitate, monitor, evaluate and document training activities in the company
* **Achievements:**
* Was a part of ISO **9001:2008** Certificationprocess implementation in the Organization
* Was a part of ERP Implementation in the Organization

# Past Experience

**2 years 7 Months of Experience in Recruitment and Project Management**

**Recruitment Consultant** at **Simple Hire Recruitment Services** – **India. (14th Sept 2012- 24th April 2013)**

* **Job Responsibilities:**
* Understanding the JD
* Screening resumes from various sources like searching from different job portals, internal database, responses through Job Posting, References.
* Industry worked for: IT, BPO’s, KPO’s, Finance, Sales, retail etc.
* Involvement in end to end recruitment cycle right from screening of the CV’s up to the final placements of the candidates
* Scheduling interviews & Conducting preliminary interview
* Co-ordination with the client for requirements.
* Coordinating with the candidate till he/she joins the company
* Maintain the Database of candidates through internet sourcing & referrals.
* Coordinating/Scheduling at Entry, Middle & Senior level Management.

**Senior Associate- Implementation Coordinator in Wipro Ltd. for NCR Corporation (8th June 2010 – 8th June 2012)**

* **Job Responsibilities:**
* Project Coordination & Management
* Organization of technical and professional services
* Managing customer relationship by supplying necessary services and information
* Monitoring service cost against revenue
* Making sure invoices are processed on time and with accuracy
* Maintenance of Quick base online databases (customized for visibility by customers of NCR) for projects run
* Preservation of project documents, contracts, SOW's, PO's, etc.
* Monitoring & implementing corrective measures
* Billing of projects, capturing out of scope activities

# Academics

* S.S.C from Maharashtra State board with 77.06%
* H.S.C from Maharashtra board with 54.67%
* BSC-IT from S.N.D.T University with 65%
* MHRDM from Welingkar Institute of Management, Research & Development.

# Skill Sets

* Excellent verbal and written communication skills
* Willingness to learn, team facilitator

• Time Management
• Professional in Organizing
• Analytical & Problem Solving
• Decision Making
• Good interpersonal skills

# Personal Profile

* Date of Birth : 26/07/1989
* Marital Status : Single
* Nationality : Indian.
* Languages Known : English, Hindi , Marathi & Konkani

**First Name of Application CV No:** **1705896**

Whatsapp Mobile: +971504753686

