**Vinola**

**CAREER OBJECTIVE**

“To constantly strive for improvement by utilizing my skills and knowledge to achieve the organization vision and establish a healthy relation with co-workers.”

* **PROFILE AT GLANCE:**

Documentation

Hardworking and commitment

Positive attitude

Time management

**EXPERTISE:** HR ~ Administration ~ Document handling ~ MS word~ MS Outlook

* **PROFESSIONAL WORK EXPERIENCE**

Name of the organisation: SKYTALK

Tenure: Since 13th Oct 2014 to 13th Apr 2016

Designation: Senior HR Executive

* **JOB RESPONSIBILITIES -**

 1. Recruitment:

 • Understanding the core of Company vision and mission.

 • Developing organizational structure map to define areas of expertise needed.

 • Recruiting New Technology Talents through various channels

 • Scheduling Interviews and engaging with candidates at various levels.

 • Process manpower requisition form and ensure relevant hiring profile is in place.

 • Scan job portals, screen CVs, and conduct HR interviews.

 • Coordinate interviews with relevant functional heads.

 • Conduct reference check, if required, as per policy.

 • Salary negotiation with shortlisted candidate.

 • Issue offer letter after obtaining requisite authorization.

 • Monthly HR Update for the employees and sharing the same with the Corporate HR.

 2. Personnel formalities:

 • Ensure the process of joining is as per policy.

 • Initial Orientation of Joiner and taking them through formalities.

 • To make understand the Salary break-up to new employee after joining & bond signing if applicable.

 • Ensure to get email ID & access cards.

 • Address and resolve any payroll related employee issues/queries, as and when required.

 • Employee Group Mediclaim Policy.

 • Ensure reference checks are done as per policy.

 • Employees dependent list update on daily basis.

 3. Training & Engagement :

 • Developing Orientation Modules for New Joiners.

 • Coordinating Engagement session & Knowledge sharing sessions.

 • Suggesting initiatives to achieve higher employee productivity.

 • Drive employee engagement activities and culture initiative roll out.

* **EDUCATIONAL BACKGROUND AND COMPUTER SKILLS**
* Bachelor of Business Management, St. Mary's College, Mangalore-2012
* Master of Business Administration, A.J. Institute of Management, Mangalore-2014
* **OTHER QUALIFICATION**
* Completed a course on Basics of Internet.
* Completed a course on Basics of MS Word, Excel
* Completed a course on finance as a dual specialisation in M.B.A.
* **PERSONAL STRENGTHS**
* Capable to work well under pressure
* Team player
* Dedication towards work interest
* **LANGUAGES KNOWN**
* English, Hindi, Kannada (Can read & speak very well)
* **PERSONAL INFORMATION**

**Sex : Female**

**Nationality : Indian**

**Date of Birth : 31/07/1991**

**Job Seeker First Name / CV No: 1716690**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 