**Ashmita**

**Ashmita.327775@2freemail.com**

CAREER OBJECTIVE

To grow my career with an organization that provides excellent training and which enables me to apply my skills & experience to achieve the personal and organization’s objectives.

Profile Summary

* **10 years’ Experience**
* **8 years Expertise in Recruitment ( MEA Region , Africa ( Tanzania, Uganda, Congo , Nigeria )**
* **2year into Domestic sector/KPO/BPO/RPO
for all domains.** Expertise include,
 Executive Search
 Turnkey Recruitment
 Niche Recruiting
 Turnaround & Shutdown Projects
Career Consulting

Industries I practice my Expertise in
* Oil & Gas / Petrochemicals / Refineries / Petroleum / Fertilizers
* EPC / EPCC / EPCM / General Contracting / Electromechanical
* Construction / Real Estate / Infrastructure / PMC
* Third Party Inspection / Classification Services
* Automation – Industrial / Office / Home
* Manufacturing & Heavy Machinery
* Power & Energy
* Shipping / Marine
* Retail & FMCG / Foods / Beverage
* Healthcare & Hospitals/Hotel & Resorts
* IT ( Information Technology Niche technologies like( AXAPTA, SAP, Life ray )
* Paints. Chemical. Cement. Electrical, cables& wires, Printing packaging

Achievements: **Closed niche profile for Doctors who are Neonatologist, Neurologist, Gastenterologist for a reputed Heath care organization in Dubai almost 1 crore PA + benefits. (60 k AED per month)**

**Execution for UK International Clients .Arranged a 200 Nurses drive and successfully got 150 offers.**

 **Executed on Drive Interviews in Kochi , Mumbai and Chennai for more than 500- 1000 candidates. Successfully worked for Helathcare Professionals with Niche client hospitals like HCA in UK, BMI , Embrace , Ramsay , NHS Hertfordshire Trust Various care homes like Four seasons health care, Southern Healthcare, Care Uk , care homes,**

**Working in Ethos Global UK ( RPO ) since 7th Dec 2015 to 8 th Dec 2016 till date as a Snr Recruitment Consultant ( Health care sector )**

* Doing 360 degree recruitments
* Handling end to end recruitment cycle.
* Identifying Candidates through various online sources, head hunting and company mapping;
* Sending JD and confirmation emails to candidates regarding the Job
* Preliminary screening of the candidates as per the requirement of the clients
* Scheduling interviews through Skype
* Making them sign the Conditional Offer letters
* Offer negotiations and closures;
* Maintaining relations with the Indian Associate /Vendors/IELTS coaching Institution.
* BD with New IELTS Coaching centers and Colleges of nursing
* Working on Client as well as company software
* Fully expertise work on Job Boards like Naukri , Monster , Times, Shine, Reed
* Networking on Social Media ie whatsapp facebook linkedin , X ray , Indeed
* Filling Visa Application forms
* Executing drive Interviews when client comes to India
* Compliance
* Collecting documents
* Visa form filling
* Documentation
* Travel & Tickets Arranging
* Reference Check up Documentation
* **Worked in CXO Global Consulting MEA since Jan 21st 2015 to till Nov 2015 as a Snr Recruitment Consultant**

**Job Description**

 Handling end to end recruitment cycle for MEA Region

• Identifying Candidates through various online sources, head hunting and company mapping;

• Preliminary screening of the candidates as per the requirement of the clients;

**•** Offer negotiations and closures;

• Expertise in hiring Niche and Sr. Management mandates;

• Hiring Expats – Indian to other countries and Expats to India

• Vertical exposures in sectors like Power Generation, Power Transmission & distribution,

Construction/Infrastructure, Textiles, IT, Oil & Gas, Water, BFSI, Retail, Pharmaceuticals;

Team Management

• Prospective Client Management for initiating and strengthening relations with them

Business Development / Business Expansion

• New client acquisition i n all verticals

• Expanding business in terms of setting up new verticals

* **Worked in Pharmahood Consultants as an International Business Alliance April 2014 to til Sep 2014**
* Business developments activities through Cold calls
* Social media activities through linkedin.
* MEA recruitments
* Selection Joining, Screening
* **Worked in Global Hunt India Pvt ltd as an Account lead –Talent Acquisition Sep 2013 to til Feb 2014 date**

Handling end to end recruitment cycle

• Identifying Candidates through various online sources, head hunting and company mapping;

• Preliminary screening of the candidates as per the requirement of the clients;

• Offer negotiations and closures;

• Expertise in hiring Niche and Sr. Management mandates;

• Successfully managed Recruitment Drives with over 50 interviews in single day;

• Hiring Expats – Indian to other countries and Expats to India

• Vertical exposures in sectors like Power Generation, Power Transmission & distribution,

Construction/Infrastructure, Textiles, IT, Oil & Gas, Water, BFSI, Retail, Pharmaceuticals;

Team Management

• Heading Research Team – Team works through Head hunting and Mapping;

Client Relationship Management

• Key Account Management

• Prospective Client Management for initiating and strengthening relations with them

Business Development / Business Expansion

• New client acquisition in all verticals

• Expanding business in terms of setting up new verticals

* **Worked in Dynamics Excel International Limited as an Associate Manager –Talent Acquisition( MEA both Gulf and Africa )April 2012 to Sep l 2013**
* Handle the end to end recruitment process includes screen, shortlist applications, conduct and manage job interviews across all positions.
* Design and develop recruitment strategies. Define guidelines for recruitment based on competencies and skill requirements; ensure quality of processes and candidates selection.
* Assist Directors in workforce planning for various projects and ensure adherence. Implement and Evaluate recruitment policies and procedures to improve recruitment process.
* Responsible for the online and social media recruitment, advertise vacancies by drafting and placing job postings in online and print media. Manage a professional in-house recruitment team. Suggest training needs on recruitment best practices and interviewing techniques.
* Negotiate compensation and benefits in coordination with the directors to finalize and prepare Letter of Intends and Offer Letters. Brief candidates about their roles and responsibilities.
* Responsible to develop and roll out an effective on-boarding training program with training manager to ensure smooth induction of new employees.
* Liaise with business units in the group to understand their respective manpower needs, consolidate them, formulate annual plans, set budgets, revise them time to time and get necessary approvals from Business Heads.
* Validate orientation programs, evaluation probation period results to take necessary actions, manage performance management and retention of employees, monitor and conduct exit interviews, analyze the reasons behind, keep effective communication with all managers to provide solutions.
* **Worked with Datum Recruitment Services Ltd. ( a part of the Safal Group)as an HR Executive (African recruitments Plastics, Steel , Trading and Manufacturing Sector) from 20th December Feb 2011 till 17th Oct 2011**

**Job Profile:-**

I act as an In-house Core Team Mate to my Hiring Managers & help them in Branding & Promoting their Organization to Potential Professionals globally. In addition to it, I assist them with Identifying Mandates, Prioritizing them, Job Analysis, Teleconferencing, Interview Scheduling, Follow Ups, Salary Negotiations & Post Selection Activities.

On the other hand when I consult Aspirants, I provide them with a 360 Degree advise on adding value to their Short & Long Term Plans. I brief them on Career Opportunities from Middle East, Africa & India and analyze & understand their Functionality & Future Goals. I provide them with an in-depth insight on the Client, Work Profile, Compensation & Employee Benefits. In case of Relocation, I detail them about the Location, Culture, Cost of Living & other necessary Post

Selection Procedures.

Social and web Media Marketing

* Searching Candidates through LinkedIn Sites / Networking /, Head hunting
* Likes in Face book and LinkedIn
* Daily Blogging and sharing groups
* Joining and adding connections in FB and LinkedIn and Google+ and Twitter

 Administrative Activities

* Housekeeping activities, banking activities

**Working with PanMan Solutions Pvt. Ltd. as an HR Consultant (GCC recruitments in EPC, Oil & Gas Sector) from April 2010 till Dec 2010**

Job Profile:-

Industries I practice my Expertise in

✔ Oil & Gas / Petrochemicals / Refineries / Petroleum / Fertilizers
✔ EPC / EPCC / EPCM / General Contracting / Electromechanical
✔ Construction / Real Estate / Infrastructure / PMC
✔ Third Party Inspection / Classification Services
✔ Automation – Industrial / Office / Home
✔ Manufacturing & Heavy Machinery
✔ Power & Energy
✔ Shipping / Marine
✔ Retail & FMCG / Foods / Beverage
✔ Healthcare & Hospitals

* Understand the job recruitment thoroughly, work on the job descriptions
* Post ads for the job leading job portals
* Source candidates through head hunting, net position, reference, job sites etc.
* Identify and shortlist candidates having the right skills-sets according the requirements
* Conducting primary round of interviews, short list suitable candidates and schedule interviews according the to client requirement.
* Assist candidates and client in negotiations and finalizing offers.
* Follow up with selected candidates and ensure they join the company
* Working on the replacement in case the candidates fails to join
* Follow up on payment collection with the client.
* Giving induction to the new jonnies
* Providing training about usage of portals.
* Making offer letter for new joint employees
* Making MIS reports and sending to the branch head
* To provide refreshment training once a week.
* Concerning with the practice head for further training programmes.
* Even to fulfill internal requirements of the company for new employment opportunity.
* Searching Candidates through LinkedIn Sites / Networking /, Head hunting
* Searching Clients through newspapers like Accent

Achievement:- We are inclined with a Govt Base MNC named UGVCL Uttar Gujarat VIJ limited Power Company across the globe and have pioneer Knowledge and Experience regarding those industries’ requirement.

Education

* PG Diploma HRM from AMA in 2012
* Bachelor of Arts (B.Arts.), Gujarat University in April, 2005.
* H.S.E from Mount Carmel Navrangpura Ahmedabad in March 2002 .
* **S.S.C from Sophia High School Mt Abu Rajasthan in March 2000**

COMPUTER KNOWLEDGE

* Basic PC knowledge with good command on M.S. Office
* Very much familiar with Internet and related applications.

Personal Details

**Caste** : Hindu **Nationality** : Indian

**Gender** : Female **Marital Status** : Single

**DOB**  : 23/10/1984 **Languages Known** :English/Hindi/Gujarati