**NAME: JOSHUA**



[**JOSHUA.332648@2freemail.com**](mailto:JOSHUA.332648@2freemail.com)

**Objective:**

Looking for a suitable position, as an HR, in an esteemed organisation, with the intent to build a career which will help me explore and realise my potentials and achieve the establishment's objectives.

**Seeking**:

A dynamic highly motivated and challenge driven position with a passion for work excellence through which my co-ordination experience covering the HR and administrative duties, office management and document preparation, excellent organization and communication abilities can be utilized to the fullest.

**Skills/Abilities**:

Strong analytical and interpersonal skills



Ability to work with co-workers of different attitudes and skills



Excellent communication and ability to mix with colleagues effortlessly



Ability to perform under pressure



Able to manage multiple tasks



Hands on competency and experience of computer software such as MS Office and



MS Outlook

**Work Experience**

|  |  |  |
| --- | --- | --- |
| **EMPLOYER** | **JOB DETAILS** | **DURATION** |
| Seven Seas HR Services Pvt.  Ltd | HR Administrator | February 2016 till  November 2016 |
| Hutchinson Three Global  Services | Customer Relations  Advisor | October 2010 till October  2011 |

WNS Global Services Market Research Analyst

September 2009 till

September 2010

**Job Profile**

**Seven Seas HR Services Pvt. Ltd from February 2016 – November 2016**

∑ Conducting Interviews

∑ Sourcing and Screening CV’s and short listing candidates as per the clients requirements

∑ Lead generation from various Job portals

∑ Preparation of offer letters, salary slips, various employee letters and certificates and internal memo

∑ Maintaining records of all the employees

∑ Handling joining and re joining formalities

∑ Documentation of leave records

∑ Manage employee separation (Termination/ Resignation)

∑ Resolving all the queries of the employees relating to salary, benefits, leave

∑ Responsible for orientation

∑ To ensure that personnel files are properly maintained and kept confidentially

∑ Preparation and drafting a Job Description as per the requirements of the client

**Hutchinson Three Global Services from October 2010 – October 2011**

∑ Maintain follow up with customers

∑ Answer to the customers queries over the call and solve the same

∑ Adhere to the customer service behavior and take prompt actions

∑ Take necessary action regarding the customers complaints

∑ Take appointments with customers

∑ Take feedback over the call from different customers

**WNS Global Services from September 2009 – Septmber 2010**

∑ Conduct surveys over the call across the UK

∑ Maintain the database of the various topics of the surveys

∑ Update the database of the surveys

∑ Send the collected information to the concerned client

**Educational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL/COLLEGE** | **DETAILS** | **YEAR** | **SCORE** |
| Tata Institute of Social Sciences | Pursuing Post Graduation Diploma in Human Resource Management and Administration(PGDMHRA) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Pune University | Graduation in Statutory Legislature/Social Law with specialization in Human Resource Management(B.S.L) | 2015 | 50% |
| St. Patrick’s Junior College, Pune, India | H.S.C 12th Grade | June | 60% |

**Personal Information**

Nationality : Indian

Date & Place of birth : 27th February 1990, Pune

Languages Known : English, Hindi and Marathi

Visa Status : Visit

Marital Status : Single

**DECLARATION:**

All the information stated above is confirmed to be true and correct.