##  Chandana. (HR Management)



***Contact information***

## *Name: - Chandana*

***Email:***

*Chandana.336085@2freemail.com*

***Qualification***

* Master of Business

Administration-Human Resource & Marketing from-Hillside College for Management Bangalore University- Karnataka, INDIA

* Bangalore University-

Karnataka, INDIA (2008-2010)

Bachelor of Arts from Kuvempu University– Karnataka, INDIA

*Personal skill*

* *Verbal communication*
* *Team work*
* *Planning & organization*
* *Flexibility*
* *Time management*

 *Language*

* *Hindi*
* *English*
* *Kannada*

***Career Objective:-***

*To work in a conducive environment for reputed organization which provides opportunities to learn & enhance work skills, that will help me grow & excel my career to contribute positively towards organizational growth. Want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities*

***Summary:-***

*Responsible for end to end recruitment Life Cycle, CV review & short- listing of potential candidates sourced through the websites, advertisements, Tawteen, Visa, Amana and Security, Employment Offer and Contract Process as well as the head-hunting, Prequalification & Registration of the companies. Work Experience in Onshore and Offshore field, IT and Oil & Gas, Petrochemical & Construction Companies.*

***Work Experiences:****-*

* ***Organization:******ESNAAD -ADNOC Group UAE*** *(Contract - Reach)*
* *Designation:* ***Recruitment Assistant.***
* *Duration: March 2016 Till*

***Job Responsibilities:-***

* *Preparing Memo’s, Screening and Shortlisting the CV’s.*
* *Taking Telephonic and preliminary Interview and test.*
* *Sending CV’s to Department for review. Scheduling the Interview.*
* *Preparing Pre-Interview Evaluation for candidates.*
* *Preparing Employment Offer. Requesting for Employment Medical Checkup.*
* *Assisting for Amana and Security.*
* *Generate and closing the Vacancy in Tawteen .Requesting for Tawteen Approval.*
* *Requesting for Visa and Booking Tickets.*
* *Preparing Contract for Joiners.*
* *Preparing Payroll.*
* *Preparing Recruitment Reports.*
* *Updating and Tracking Recruitment Reports.*
* *Transferring candidate files for ERP process.*
* *Direct Report to Sr. Recruitment Officer and HRD Manager.*
* *Preparing Salary Certificate.*
* *Tracking and Filing Rejected Files.*
* *Data Management and Handling Recruitment Portal.*
* *Attended HSE Induction, ER Induction, Safety Programs.*
* ***Organization: Horizon International Recruitment Services -UAE***
* *Designation:* ***Recruitment Officer-Admin Coordinator*** **
* *Duration: April 2015-March 2016*

***Job Responsibilities:***

* *Responsible for end to end recruitment Life Cycle.( Sourcing, Screening, Salary Negotiation, and posting the requirements in job portals , follow-up with candidates)*
* *Schedule new clients with appropriate attorney.*
* *Registration of the companies.*
* *Draft appointment letters and send to new clients.*
* *Distributes data or Course materials, drafts letters/memos and routine correspondence for supervisor’s signature.*
* *Taking Care of employee database with regard to their date of appointment, telephone No’s, employee and creating employee file after joining.*
* *Coordinating with travel agency for booking air tickets for those employees who are entitled for air tickets coordinating with travel agency for booking air tickets for those employees who are entitled for air tickets.*
* *Responsibilities included sourcing of candidates, recruitment & visa processing.*
* *Maintenance of Database of candidates. Travel arrangements, Meetings & attending phone calls and various other administrative functions.*
* *Preparation of the Vendor list and submittal to the Project Manager for review.*
* ***Organization:******Religare –Bangalore, India***
* *Designation:* ***HR Admin****.* 
* *Duration: 2013*

***Job Responsibilities:***

* *Taking Care of employee database, Creating Employee ID, Training New Employees and creating employee file after joining.*
* *Recruit Marketing Executes and Sales persons.*
* *Answering Phone calls.*
* *Admin and Coordinating.*
* ***Organization:******Nunico –Bangalore, India***
* *Designation:* ***HR Recruiter****.*
* *Duration: 2011- 2012*

***Job Responsibilities:***

* *Responsible for end to end recruitment Life Cycle. Experienced working on permanent & Contract position.*
* *Experienced working on Domestic and Overseas clients (UAE, Kuwait, KSA)*
* *Screening the candidates with Telephone interview to enable the checking of their Communication Skills, and attitude.*
* *Delivering qualified candidates within the least time possible*
* *Posting the requirements in job portals/engine*
* *Follow-up with the selected candidates for their joining dates &joining formalities*
* *Maintaining a systematic and comprehensive database of all candidates*
* *Data input using Office application*.
* *IT Clients: Wipro, Microsoft.*
* *Non IT and Financial Sector Clients: Al-Hosan, HDFC, Religare*
* ***Organization:******Logipro –Bangalore, India***
* *Designation:* ***HR Executive-IT Recruiter.***
* *Duration: 2011*

***Job Responsibilities:***

* *Responsible for end to end recruitment Life Cycle. Experienced working on permanent & Contract position.*
* *Experienced working on Domestic and Overseas clients (UAE, Kuwait, KSA)*
* *Screening the candidates with Telephone interview to enable the checking of their Communication Skills, and attitude.*
* *Delivering qualified candidates within the least time possible*
* *Posting the requirements in job portals/engine*
* *Follow-up with the selected candidates.*

***Professional & Technical Skills:-***

* *Microsoft Windows (Word, Excel, Power Point.)*
* *Tally.*
* *HSE*
* *Basic Knowledge in networking system*
* *Human Resources Management – Manpower, Documentation, Administration.*
* *Relationship Management*

***Biodata:-***

* *Date of Birth: Sep1987*
* *Gender: Female*
* *Nationality: Indian*
* *Marital Status: Married*
* *Visa Status: Residential*
* *Visa (Husband Sponsored)*

*DECLARATION:-I hereby declare that the above furnished information is correct to the best of my & belief.* *reference will be furnished on demand*