**REENA**

##### Email: [reena.362195@2freemail.com](mailto:reena.362195@2freemail.com)

***Career Objective***

To secure a responsible and challenging position in core industry where initiative, skills, foresight, commitment and leadership qualities are utilized and upbringing is encouraged.

***Career Interest***

Human Resource Management – Recruitments, Training and development of HR

***Experience Summary***

* A performance driven professional with **5+ combined experiences in HR practice**, recruiting, retrenchment and retaining the employees.
* Efficient in planning the organization needs.
* Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
* Demonstrated success in negotiating win-win compromises, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports. .
* Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Vendor Management, Sourcing, Interviewing , Campus Recruitment , Client Handling, Salary Negotiation , Executive Hiring, Contract Recruitment, Team Management.
* Experienced in Volume/Mass Hiring and Niche Skill Hiring
* Proficient in recruiting candidates from all levels Junior Level to Senior Level.
* Good experience of Campus Recruitment/ Off Campus Hiring.
* Experience in IT and ITES Recruitment.
* Possess excellent communications and interpersonal skills.

***Key Skill***

* End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.
* Screening: short listing candidates sourced through portal (Naukri, Monster, Times jobs and LinkedIn) and validating them on their experience and interest on the role.
* Lateral Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.
* Staffing: Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers
* Hiring inputs: Meeting hiring managers to understand niche skill profiles.
* HR Round: Conducting HR round for the selected candidates and negotiating salaries on company standards.
* Promptly informing the rejected candidates about the reason for the rejections.
* MIS: Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, Monthly and quarterly headcount and hiring report.
* Vendor Management: Coordinated with various manpower consultants to procure resources for its operations across India, general screening of the candidate’s profile, short-listing them for the interviews, worked on portals
* Background Verification: Background Verification was carried out for the employees as per the policy, education, experience.

***Personal Qualities***

* Effective Communication Skills
* Excellent Interpersonal Skills
* Ability to deal with pressure
* Good analytical and problem solving skills

***Employers***

**I. Company: ICICI BANK (MUMBAI)**

**Role:** HR EXECUTIVE **Duration:**  NOV’11-DEC’11

**Responsibility**

* Talent Acquisition for Volume, Senior and middle level management.
* Conducting as well as Coordinating Walk-in & Scheduled Interviews.
* Study the job description thoroughly and understand it properly.
* Responsible for identifying & planning the sourcing channels
* Initial Screening of the candidate and validating them for the next level
* Maintaining a strong database for the organization.
* Search various job portals, Professional Sites (LinkedIn etc.) and source the resumes through database.
* Doing the initial screening of the Resumes.
* Taking initial interviews of candidates and screen them before sending to UPPER LEVEL.
* Handling internal recruitment for the company.
* Closing the position.

**II.Company:T.I.M.E.(Triumphant Institute of Management Education Pvt. Ltd.)** **(MUMBAI)**

**Role: -** HR GERNALIST AND STUDENT CAREER COUNSLOR **Duration:** DEC’11-JULY’13

**Responsibility**

* Conducting interviews for Trainers, Counselors and junior staff.
* Arranging Induction Program’s for new joiners.
* Salary Negotiations.
* Maintaining Employee database.
* Leave Management
* Attendance Management and Updating in the system
* Maintenance of Salary records.
* Monitoring absenteeism, Late comings, leaves, statutory deductions etc.

**III.EXL SERVICES (GUGAON)**

**Role: -** HR MANAGER **Duration:** AUG’13-DEC’13

* Develop HR systems and procedures
* Communicate and implement policies and procedures
* Oversee staff recruitment process
* Update and revise job descriptions
* Qualify, screen and interview job applicants
* Assess and evaluate candidates
* Conduct training needs analysis
* Contribute to training design and delivery
* Develop employee handbook
* Develop and implement disciplinary and grievance procedures
* Participate in conflict resolution and mediation
* Resolve employee relations issues
* Administer performance review program
* Support succession planning
* Assist with benefits analysis and design
* Update and maintain HR databases
* Manage the termination process
* Conduct exit interviews

**IVHammerdesk.Com**

**Role: -** HR HEAD **Duration:** DEC’15-PRESENT   
  
Developing organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.

* Implementing human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.
* Managing human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
* Developing human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
* Accomplishment of special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
* Supporting management by providing human resources advice, counsel, and decisions; analyzing information and applications.
* Guiding and managing employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
* Compiling with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
* Updating job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Enhancing department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

***Educational Qualifications***

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| **COURSE** | **INSTITUTE** | **UNIVERSITY** | **YEAR** |
| MPMIR | Jankidevi Bajaj Institute of Management Studies, (JDBIMS), Mumbai | SNDT University | 2011 |
| B.com | Semcom college of management studies,vallabh Vidyanagar, Anand | Sardar patel University | 2009 |
| Class XII | Kendriya Vidyalaya, Ichanath, Surat | CBSE | 2005 |
| Class X | Kendriya Vidyalaya, Surat | CBSE | 2003 |

***Personal Details***

**Date of birth** : 7th Dec 1987

**Marital status**  : Married

**Languages known**  : Written: English, Hindi.

**Hobbies**  :   Music, Writing poems, Singing

I declare that all the information mentioned herein above is true and correct to the best of my knowledge