**Priya**

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| Career Objective |

To pursue a growth oriented career with a progressive company that provides a scope to apply my knowledge and skills that would help me contribute my best to the organization.

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| Personal Skills |

* Work with Dedication and Determination
* High-Energy work ethic and commitment to client service.
* Easily adaptable to any new technology with minimum training.
* Interested in learning new things and in implementation.
* Ability to work individually, in-group.

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| **Experience** |

1. **Experience : 1 year 6 Months**
2. **IBM India Pvt. Ltd (Vodafone NOC)**
3. **[Payroll: Info-Services]**
4. **Designation: Operational coordinator & MIS Support**

**Job Profile:**

MIS reporting by using MS Office at Operational and Client level.

* Generate timely and accurate reports for analysis. Creating MIS/ Dashboard report of the Department.
* Managing the Monthly, Weekly & Daily Report Creating in MS-Office in depth analysis and producing the actionable information.
* Implement practices and metrics to improve operational efficiencies
* Roll out different reports i.e. Efficiency, Collated Trackers, OPS Report, Work Flow Report, Generating & maintaining day to day MIS Data and updating the management
* Determined required data by analyzing MS-Access databases and created customized reports.

**Manpower Planning and Recruitment:**

* Identification of various channels for sourcing and recruitment
* Preparing the Recruitment calendar with all the position & their target date of hiring.
* Managing End to end recruitment through Job sites, walk-ins, referrals, advertisement, out-station hiring & head hunting for senior profiles
* Hiring as per Budgeted Headcount to ensure maximum revenue to the business
* Employee Induction
* Maintain the resource database of the organization.
* Partnered with hiring managers to understand their organizations’ staffing needs and provide superior recruiting services.
* Achieved placement targets (internal and client driven) month over month.
* Aggressive follow up with candidates and clients to ensure 100% joining of selected candidates.

**Employee Engagement & Employee Relations**

* Facilitating open communication channels in the organization to promote openness and transparency across hierarchical levels.
* Initiated new platforms for employees to come forward and voice their opinions. Encourage greater employee participation.
* Enhance employee relations through Motivational activities e.g. celebrating festivals, driving initiatives, celebrating successes & many more
* Define & implement policies / processes like On boarding, Employee Communication, Rewards & Recognition, Exit Interviews
* Rewards & Recognition Program

### Salary & Compensation Management:

* Managing salary data of employees.
* Helping to prepare Offer Letter, Promotion Letter, and Increment letters after the discussion with higher authority.
* Prepare salary break ups and salary restructures according as per Company’s structure.

### Performance Appraisals:

* Assisting the HR Head to conducting appraisal exercise.
* Self-rating and superior rating and next year targets.
* Confirmation of employee’s, including trainees.
* Maintaining up to date performance record of each employee.

### Training & Development

* Coordinating with the group heads for forecasting person wise training needs
* Releasing a quarterly training plan for technical sessions and coordinating for the same.
* Taking feedback for effectiveness of training

### Employee Exit

* Taking care of exit formalities, both voluntary and involuntary exit.
* Final settlement processing for employees leaving the organization.
* Conduct attrition analysis reports based on the exit surveys and interviews to understand the reasons for exits so that retention strategies could be developed to circumvent the same.

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| Educational Qualification |

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| **B.E. ( Computer )** | Cummins college of engineering, Pune |
| **HSC** | Anglo Hindi junior college, Yavatmal |
| **SSC** | Rani Laxmibai vidyalaya, Yavatmal |

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| Responsibilities |

* On boarding & off boarding of new Employee.
* Presenting SLA reports to client.
* Building queries & extracting reports on the basis of queries from Remedy tool.
* Coordinating with project team & higher Management for all project related activities.
* Requirement gathering, Documentation & Feature analysis.
* Pay high attention to details & meeting deadlines.
* Implement and analysis data
* Create daily, weekly, monthly, and quarterly reports
* Closure Report Generation & delivering it to the Manager.
* Managing Overall operations
* Asset management
* Managing tickets and SLA
* People management