Resume

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Roshni

CARRER OBJECTIVE

I want to work with an Organization where I can fully utilize my management skill, analytical abilities and functional knowledge to achieve Organization goals and objective. I believe in leadership, teamwork and commit it through positive contribution in implementation of quality work.

Working as Human Resources freelancer Feb 2016 to till date

Human Resources Head in Asphire.in L.L.P. May 2015 to 29 Jan 2016.

Job Responsibilities

• Sourcing quality profiles from various portals including Naukri, Monster, etc.

• Screen CV’s, shortlisting, and interviewing the candidates before sharing with the client.

• Handling in-house Recruitments.

• Conduct and coordinate the whole recruitment activity.

• Training the new joiners in the company.

• Coordinating with all the clients about the requirements shared.

• Collecting feedback from interviewers & do daily updates in the recruitment tracker based on the different positions & requirements.

• Scheduling interviews as per the given time slots by clients.

• Handling a team of 6-7 tell callers/recruiters.

• Payroll execution, Full & Final Settlements and other Exit Formalities

• Statutory Compliances

• Time Office Management

• Grievance handling and maintaining a record of all these

• Any other job assigned time to time for smooth functioning of the department

PROFESSIONAL EXPERIENCE

Key stone trading co L.L.C, DUBAI (Admin manager) (2004 To Jan 2007)

Job Responsibilities:

• Managing the day-to-day operations of the office

• Organizing and maintaining files and records

• Planning and scheduling meetings and appointments

• Managing projects and conducting research

• Preparing and editing correspondence, reports, and presentations

• Making travel and guest arrangements

• Providing quality customer service

• Working in a professional environment

LS Industries PVT LTD. (Corporate HR Trainee) (May’12 To Oct’12)

Job Responsibilities:

• Attendance & Salary Administration

• Efficiency Reward

• Exit Formalities

• Mediclaim Coverage

• To ensure timely & correct disbursement of work days to the department of

Finance

• To ensure smooth and timely functioning of activities as per the policy of company

• Statutory Compliance

• Contractual Manpower

• Employee Engagement Activities

• Grievance handling

LS Industries PVT LTD. (Corporate HR Executive) (Nov’12 To 31st Jan’15)

Job responsibility

• recruiting and staffing

• performance management and improvement tracking systems;

• employee orientation, development, and training logistics and recordkeeping;

• assisting with employee relations;

• company-wide committee facilitation and participation;

• company employee communication;

• compensation and benefits administration and recordkeeping;

• employee safety, welfare, wellness, and health reporting; and

• employee services;

• maintaining employee files and the HR filing system;

• assisting with the day-to-day efficient operation of the HR office.

• implementation of services, policies, and programs through HR staff; reports to the HR director, and assists company managers

• contributes to the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce

Competencies & Attribute

• Advance excel (v lookup, H lookup), Pivot table, Data validation, PPT

• Recruitment

• Payroll management

• Performance management

• Training Development

• Ability to work under pressure to meet the deadlines

• Conflict Management

• Excellent management skills

EDUCATIONAL QUALIFICATIONS

MBA (HR) FEB’ 2013

SMU University

Master of Economics 2004

Kanpur University, India

Bachelor of Arts (English, Economics) 2002

Kanpur University, India

PERSONAL DETAILS

Date of Birth : 3rd Feb. 1982

Nationality : Indian

Marital Status : Married

Current CTC : 2.6

Expected CTC : 3 lakhs

Languages Known: English & Hindi

Place:

Date: (Roshni