To,

HR Department

Dear Sir/Madam

I am writing to apply for the position of a HR & Admin Executive in your esteemed organization. I have amassed experience of working as a HR & Admin Executive for various industries. I am currently pursuing my masters in Human Resource Development from Symbosis Center for distance learning. Presently, I was associated with a Consultancy firm as Asst. Manager HR. In my career of 8 years, I have handled different responsibilities including the following:

Assisting my organization in seeking, interviewing, and assessing candidates for advertised positions. I was also responsible for conducting reference checks on behalf of the organization.

Responsible for developing strategies for recruitment purposes that focused on contracting an able employee workforce using various advertising mediums including online recruitment portals, internet forums, social media and other sources.

Active participation in HR team meetings and initiating ideas and concepts for future implementation

Working closely with our hiring manager to ensure maximum effectiveness of the organization’s/Client recruitment process

Client follow-up on regular basis related to word assign & for new open profile

I am a team player with a pleasant personality. I have been voted as the best recruiter in my organization One for my efforts and I want to take my career to the next level.

I am excited about the opportunity of working with your esteemed organization and I sincerely hope that you will provide me with an opportunity to meet you in person.

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| Profile* A Human Resource Professional with eight (8) years of work experience in recruitment, selection and administration in vivid industries like infrastructure, insurance, recruitment and medical.
* Bachelor’s in Arts from Delhi University and pursing Master’s in Business Administration in Human Resource from Symbiosis.
* Headhunting
* Policy Formulation & Implementation
* Performance Appraisal & Management
* Employee Engagement, Welfare, Rewards & Retention
* Employee Insurance
* Employees Grievance/Relationship
* Induction & Orientation of New Joinee
* Managing Administration Work
* Career & Succession Planning
* Handling Employee’s Welfare Services (Transport, Catering and Office Stationery)
 | D.O.B – 25th Dec 1988Nationality – IndianMarital Status - Married |

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| Experience ChronologySenior Executive – Human Resource December 2015 to May 2017Super Pioneer Personnel Network Pvt. Ltd. New Delhi, India * Job Responsibilities
* End-to-End recruitment, Screening, short listing, mapping skills with existing requirements, interest check, scheduling interviews, salary negotiations, final closure and regular follow – up till joining of the candidates.
* Searching the Database / Web / Job Portals / Job Sites to source out the required Resumes / CV.
* Forward the interested candidate resumes to clients against requirements with the help of top management.
* Training the candidates on interview pattern and interview tips for all the rounds of interview.

Senior Executive – Human Resource January 2013 to November 2015Siang Infratech Pvt. Ltd. New Delhi, India * Job Responsibilities
* Identify business manpower requirements through continuous interaction with various Departmental Heads.
* Develop / Implement new recruitment / selection policies as per staff projections.
* Manage a team of recruiters engaged in sourcing potential candidates for various processes.
* Optimize channels of recruitment, specifically recruitment database subscriptions and consultants.
* Manage the complete recruitment life-cycle along with the team of sharp recruiters.
* Manage the hiring process across middle & senior levels.
* Facilitate Induction and Orientation for new employees.
* Act as the Counselor for Support functions through their Performance. Development Plans.
* Implement Performance Management System & identify scope for enhancement.
* Initiate & drive various rewards & recognition (R&R) programs.

Executive – Human Resource September 2010 to December 2012Anoop Concepts Pvt. Ltd. New Delhi, India * Job Responsibilities
* Formulate new HR policies aligned with organizational requirement basis & as per corporate trend analysis.
* Maintain a consistent communication plan on HR core activities across the organization levels.
* Conflict & grievance management for employees through effective counsel forums.
* Ensure healthy employee-management relations in the organization.
* Posting of jobs on various job portals.
* Generating, Updating and Maintaining Databases of the candidates.
* Extensive search from database according to the job specification.
* Handling executives as well as senior-middle level recruitments.
* Screening the profiles, taking initial telephonic rounds/preliminary interviews in an extensive way for further short-listing of profiles.

Executive – Administration July 2009 to August 2010Bumi Geo Engineering Pvt. Ltd. New Delhi, India * Job Responsibilities
* Managing complete recruitment life-cycle for sourcing best talent from diverse sources based on manpower requirements.
* Planning human resource requirements in consultation with heads of different functional & operational areas and conducting final HR interview.
* Salary negotiation and managing offer processes, including reference checks and salary recommendations.
* Responsible for recruitment related activities, like MIS, cost & quality of recruitment, maintaining and upgrading potential database.
 | Worked with Clients* Tata Motors
* Honda
* Panasonic
* Sagarratna
* Jindals
* Kalpatru
* Daikin
* Hyundai

Skills & CompetencesThinking through first principlesMicromanagingGoal OrientedTeam PlayerCritical ThinkingTime ManagementVerbal & Written CommunicationLeaningEthicsCareer Achievements * Successfully lead two teams of 06 tele-callers/recruiters each.
* Successfully achieved business targets given by management for the teams.
* Received a Certificate for Best Employee of the Year in Star Imaging & Path Lab
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| Education* Pursuing Masters in Business Administration (M.B.A) with the specialization HR from Symbiosis Institute of Distance learning affiliated from Pune University.
* Graduate in Bachelor of Arts from Bharti Collage, Delhi University, New Delhi.
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| Executive – HR & Administration April 2007 to June 2009Star Imaging & Path Lab New Delhi, India * Job Responsibilities
* Handling all the back office and recruitment process.
* Generating, Updating and Maintaining Databases of the candidates.
* Extensive search from database according to the job specification.
* Handling Security Contracts for Office Premises.
* Managing Ambulance Facility.
* Maintaining Renewals for Caterer for Supply of Lunch in cafeteria.
* Maintaining records of Stationery needs & Circulation.
* Motivation of Employee.
 | Computer Skills* Proficient in Windows OS
* Proficient in MS Office Suite like MS Word, MS Excel & MS PowerPoint.
* Expert in typing with a speed of 40-50 wpm.
* Working knowledge of Adobe Photoshop
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