HONEY

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Talent Acquisition with 6 yrs. of Experience

**Iamarecruitingandsourcingexpertwithapassiontochangepeople'slifebyhelpingthemgetrightjobat righttime,coachingandeducatingthemintheircareerplans.Whatmakesmyjobmoreinterestingisthe varietyofassignmentsandchallengesitbringswhileworkingfordifferentjobrequirements.**

**WoltersKluwerIndiaPvt.Ltd.(Pune) AssociateHR(TalentAcquisitionTeam)**

Feb2015toPresent

**KeyCompetency:**

**Screening**:Validatingcandidatessourcedthroughvariousportals(Naukri,MonsterandLinkedIn)andshortlisting themaspertheskillsandJobDescription(aspertheRRFonthetool).

**Role**:Hiringcandidatesacrosslevelswhichwillbeaperfectfittotherequirementandwillbeinlinewiththe valuesofWoltersKluwer.Responsibleforconductingprofessionalreferencecheckwiththepreviousorganizations

&doingtheon-boardingfornewjoiners

**MIS**:PreparingandmaintainingtheOfferedcandidateSheet,MasterTrackerandDailyStatusTracker,helping managerwithweeklystatusreports,annualreports.

**EmployeeReferralManagement:**Updatingtheemployeereferralportal,screeningtheCVs,ifshortlistedlining uptheinterviewsandupdatingthefeedbacktotheemployeesateverystageofthecandidateon**Hirecraft.**

**VendorManagement**:CoordinatingwithVendortoprocureresourcesaspertheJD,screening&validatingthose profiles,short-listingthemfortheinterviewsonHirecraft.

**HiringManagers:**GettingadownloadfortheJDforbettersourcingandcoordinatingwiththehiringmanagers forinterviews&feedbacks.

**MI 10 Human Resources (Pune)**

**Sr.AssociateConsultant**

March’12tillJan’15

**KeyResponsibilities:**

**1.Screening&Scheduling**candidatesfortheinterviewprocessaspertheJD&throughdifferentsources.

**2.MISpreparation**&maintenanceofthesame,alsomaintainingoffersheet,preparingweekly&dailyStatus

Tracker.

**3.ClientManagement**,clientcoordination,toprocureresourcesaspertheJD,generalscreeningofthose profiles,uploadingthemon**Talio**short-listingthemfortheinterviews,schedulingthecandidatesasperthe panel’savailability.

**4.BusinessDevelopment,**leadgeneration&schedulingmeetingsforthesamewiththeHRmanagers.

**5.Mentoring**&trainingthejuniors,maintainingtheirreports.

**Non IT Skills:**

ITES:executivetoAVPlevel**OFNOTE**

ConstructionChemical:SalesexecutivetoPlantHead

Automotiveindustry:marketingmanager&Financecontroller.

**Technologies Hired:**

MicrosoftJava

IBMBusinessIntelligence BusinessAnalystsGraphicDesigning TestingOracle

InfrastructureManagement TaxApplication

Data Scientist Data Architect

**EDUCATIONALQUALIFICATION**

**MBA(HR)**fromPuneUniversity

**BachelorsinCommerce**fromPuneUniversity

**HigherSecondary**fromB.Y.K.College,Nasik

**SeniorSecondary**fromSt.PatrickConventHighSchool,Nasik

**2011**

**2009**

**2006**

**2004**

**Software Skills:**

MicrosoftOffice,photoshop,Talio

ExpertinHirecraft,involvedintroubleshooting&initialimplementationofthetool.

**Personal Details:**

Languages: Hindi,English,Marathi&Sindhi

DateofBirth: 18/03/1989

Nationality: Indian

MaritalStatus: Single

YoursSincerely,

Honey