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**Rowena**

**E-mail ID:** Rowena.379834@2freemail.com

**CAREER GOAL**

To pursue a career in the field of Human Resource in an organization that offers a challenging working environment with opportunity & growth that would best fit my knowledge and enable me to grow professionally and personally and gain valuable experience while meeting the organization’s goals.

**CAREER SUMMARY**

**Human Resource professional with nearly 4 years** of extensive work experience in Talent acquisition, Candidate Management, Employee Relations and a full range of additional HR responsibilities. Acquired highly developed sets of skills, demonstrating constant interest in learning and specializing in HR related fields. Pro-active and able to keep numerous plates spinning without losing focus on the department’s requirement. Maintaining strong, fruitful working relationships with external and internal customers to gain their trust & respect. Committed to quality performance with an ability to learn new procedures quickly and comfortable working with people of all levels.

**CORE COMPETENCIES:**

* **Human Resources**
* **End to End Recruitment**
* **Offer Management**
* **Salary Negotiations**
* **Relationship management**
* **Talent Acquisition**

**JOB PROFILE & RESPONSIBILITIES**

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***Unichem Laboratories Pvt Ltd***

**HR Executive (21stApril 2017 - 20th October 2017*)***

* Handling recruitments across various domains like QC/QA/engineering/Accounts/front office/HR.
* Full execution of the recruitment process (including job posting, telephonic interviewing, personal interviewing, regular communication with candidates and managers)
* Manages posting of job vacancies at the best performing recruitment channels (Naukri, Monster, Times job, Linkedin etc )
* Using social media to advertise the latest positions and attract candidates.
* Receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates.
* Ensuring the delivery of the candidate within the TAT.
* Maintaining recruitment and offer tracker on a daily basis.
* Reference check and Pre Joining documentation for all the candidates post selection.
* Handling On-Boarding process for the new joiners.
* Managing the travel bookings for all the eligible candidates.
* Handling the day to day employee queries and requests.

*****WNS Global Services, Pvt. Ltd. Pune***

**HR Executive(26th September 2013 - 13th January 2017)**

* Handling recruitment for all role band A for different departments like Travel/Insurance/Utilities/banking/Finance.
* Full execution of the recruitment process (including job posting, telephonic interviewing, personal interviewing, cocubes/aptitude test, versant, regular communication with candidates and managers)
* Sourcing the right profiles through various channels like Naukri/Monster/Times job/Facebook/LinkedIn etc.
* Managing the in-house walk-In interviews & vendor drives.
* Short listing candidates as per skill sets required and aligning them to different processes as per the process requirement.
* Ensuring the delivery of the candidate within the TAT.
* Reference check and Pre Joining documentation for all the candidates post selection.
* Getting all offers rolled out for all Role Band - A Joiners for Pune location, streamlined and processed in a timely and informative manner.
* Handling On-Boarding and Induction for entire Pune Location in a very systematic and informatory manner.
* Taking exception approvals and closing all Exceptions within the given TAT.
* Maintaining recruitment and offer tracker on a daily basis.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institute/University** | **Specialization** | **Year** |
| BA | St Xavier’s College, Affiliated with Goa University. | Sociology | 2013 |
| HSSC | St Xavier’s Higher Secondary School, Mapusa, Goa. | Arts | 2010 |

**COMPUTER PROGRAMMING SKILLS:**

* Microsoft Office Package: Word,Excel and PowerPoint.
* HR software’s: Oracle (PeopleSoft)

**INTEREST AND HOBBIES**

* Thermacol carving
* Flower making

**PERSONAL PROFILE:**

* **Date of birth:**07th Sept 1992
* **Marital status:** Single
* **Sex:** Female
* **Nationality:** Indian
* **Religion:** Roman Catholic
* **Languages known:** English, Hindi and Konkani

**PROFESSIONAL REFERENCES**

* Available upon request