**Urvika**

**Email:** [**urvika.381102@2freemail.com**](mailto:urvika.381102@2freemail.com)

**Professional Summary**

An astute professional with close to **4 years** of work experience in IT/ITeS & academics. Skilled in Human Resources, Staffing &Recruiting, Talent Acquisition, MS Office & Team handling. Proven track record of hiring & HR Business processes with Master of Business Administration (MBA) in HR &Marketing.

**Work Experience**

1. HR Executive at **Progressive Infovision Pvt. Ltd**, New Delhi ***(March 2017- January 2018)***
   * **Sourcing**, **screening** relevant resumes via networking, job portals, vendors & referrals.
   * **Coordinating** with the candidates regarding interview process, providing feedback.
   * Managing the job offer process & **negotiating** salary packages.
   * Taking feedbacks from clients & scheduling candidates for interviews.
   * Managing **full life cycle of recruitment** from sourcing the best talent & ensuring successful joining of the candidate.
   * Issuing Offer Letter, Experience certificate, Appointment letter etc.
   * Handling **payroll** process which include maintaining attendance, leave management, salary increment, employee records, **grievance handling**, full and final settlement of accounts.
   * Joining formalities, induction, attendance, documentation.
   * **HR Outsourcing** which includes claims resolution, approval of invoices for payment, purchase order.One point of contact between client & candidate.
   * **Vendor Management, Order processing** & adhering to **compliances.**
   * Update & publish daily MIS.
2. Consultant Recruiter at **GENPACT**, Noida **(*January 2016- October 2016)***

Managing entire recruitment cycle functions within the organization which includes requisition process, sourcing, prescreening, interviewing, pre-employing assessments, background check process & closing offers.

* Hiring candidates primarily for voice profiles at entry level positions.
* Sourcing candidates for US/UK/Australian business (for international clients).
* **Staffing**, **Recruiting**, Sourcing, Reporting, **Vendor Management**, Interviewing, **Campus Recruitment**, Internal recruitment.
* Initial Salary Negotiation &**HR coordination** with clients.
* Understanding the requirement of the clients for different positions & cater to them within minimum TAT.
* Maintaining strong pipeline for future demand& contingency requirement.
* **Client Coordination**, **Client Management**.
* **Background verification check**, on boarding candidates, joining formalities.
* Maintaining entire employee database, reports & dashboards for management review.
* Hands on experience on **Taleo**, MS Excel, PowerPoint, Publisher &**Outlook**.
* Act as a point of contact & build influential candidate relationships during the selection process.
* Promote company’s reputation as ‘best place to work’.

3) Faculty Research Associate at **IMT Nagpur** **(*June-2013-June 2015)***

* Coordinated & assisted faculty in academic & research work in HR area.
* Designed magazines such as HR Analytics Newsletter & College Souvenir.
* Actively coordinated the ‘**International Relations Office**’ at IMT Nagpur & monitored all its operations**.**
* Responsible for planning & supervising annual events, conferences, seminars, trainings & other activities.
* Provide necessary support to students coming in from abroad for **exchange programs**.
* Maintained **foreign exchange database** (inbound & outbound students as well as faculty).

**Internship**

Summer Internship at **Samsung Electronics, Noida** ***(April 2012-June 2012)***

Project Title- ‘**Employer Branding for Talent Acquisition**’

* Preparing questionnaires, conducting online surveys, one on one interaction with employees.
* Comparative analysis of the company’s image, its work culture with its competitors.

**Educational Qualification**

* PGDM (HR &Mktg) 2013, IMT Nagpur
* BSc 2010, Fergusson College, Pune

**Skill set**

* Taleo
* MS Office
* Interpersonal and communication skills

**Extra-Curricular Activities**

* Awarded ‘Emerging player in Table Tennis’ at IMT Nagpur.
* Represented institute at various inter college table tennis tournaments.
* Actively involved in designing magazines, newsletters, organizing events, conferences and seminars.
* Participated in various cultural and sports events during college and school tenure.

**Personal Details**

Date of Birth

Gender

26.05.1990

Female

Nationality

Indian