**SUNANDA**



**Email** –**sunanda.381838@2freemail.com**

**OBJECTIVE:**

To secure a position at your organization that will benefit from a self-motivated and skilled individual with good communication skills and standard work ethics. I intend to prove an asset to the establishment and result in growth for associated company and individually.

**EXPERIENCE:**

**Present Employer: Health India TPA Pvt Services Ltd Designation: Human Resource Executive. Period: From 1st August 2017 till Present. Key Accountabilities and Responsibilities:**

* Handling End to End Recruitment.
* Handling the Audit of files of the employees for ISO Audit.
* Responsible for employee verification for all the new joiners.
* Assisting in payroll for 900+ employees
* Assisting in handling the PF and ESIC of all the employees.

**Previous Employer: Ions Pharma.**

**Designation: Human Resource Executive.**

**Period: From 8thJanuary 2016 to 29th May 2017.**

**Key Accountabilities and Responsibilities:**

**Talent Management (Recruitment & Induction):**

* Recruitment / selection policies as per staff requirement.
* Handling job portals like Naukri, Monster, Times, & Shine. Doing job posting & sourcing qualitative CV’s as per requirements.
* Screening of candidates resume & lining up their interviews, interviewing candidates and checking references.
* Conducting interview till final round.
* Handling salary negotiation and compensation administration in line with the industrial standard.
* Adherence to recruitment policy and procedures, negotiate with recruitment consultants. Working on an induction & orientation program.
* Joining formalities of the new employees, collection of documents such as educational certificates, personal information, and additional qualification documents, etc. after selection for verification procedure.
* Providing information about the company & its products.
* Providing information in regards to job profile of team members.
* Informing about the rules, regulations and disciplinary grounds to be maintained at office.
* Responsible for employee engagement activities.
* Conducting campus interviews at various colleges.
* Dealing with employee grievance.

**Issuing Letters:**

* Communication letters like Offer, Appointment, Confirmation, Relieving, etc.
* Issuing Show cause Notice, Termination Letter.
* Issuing Circulars related to discipline, Long absenteeism and on other issues to be communicated to employees on behalf of management.
* Issuing warning letters for disciplinary matters.

**Administrative Operations:**

 Facility Management: Housekeeping, Stationary Management, and Carpentry.

* Keeping records of medical and accidental insurance and getting it renewed from time to time.
* Tracking & renewal of Annual Maintenance Contracts of applicable items.
* Regular updating of communication channels.
* Prepare payment vouchers.
* Arranging Business Cards requisitions.
* Booking Airlines & Railway Tickets for Employees & MD (as per requirement).
* Arranging room reservation for Senior Persons and MD.
* Daily checking of office premises and its belongings.
* Maintain the record for all internal bills like electricity, telephone etc.
* Handling calls tracking.
* Coordinating for all store vendors.
* Taking care of attendance.

**Employee Welfare:**

* Responsible for entire Employee Life Cycle.
* Development of the Human Resources Department, implement policies and procedures.
* Developing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and leave management.
* Developing HR planning strategies with line managers, which consider immediate and long-term staff requirements in terms of numbers and skill levels.
* Looking after grievance handling, employee motivation, personnel/family counseling thereby instituting measure for reducing absenteeism.
* Taking care of exit interviews.
* Ensuring prompt resolution of employee grievances & maintaining cordial employee relations. Handling Employee Engagement Programs.



**Certification:**

* Assisted in handling ISO Certificate Audit.
* Assisted in handling Kosher Certificate.
* Assisted in handling Halal Certificate.
* Assisted in handling BMC Certificates (Shops & Establishment).

**Previous Company**: **Waays & Solutions**

**Designation: HR Recruiter**

**Duration: January 2015 to March 2015**.

**Responsibilities:**

* Responsible for End-to-End Recruitments, from the requirement phase till the closure ofthe requirement until the candidate starts the project.
* Receiving the requirement of clients, understanding the job profile, interacting withclient for requirements clarification, if any & fulfilling their hiring needs efficiently.

 Searching suitable candidates for clients through various sources such as job portals (Monster.com, Naukri.com, and Timesjobs.com etc.), references and databank based upon the required skill sets.

* Posting on various job portals in order to reach large number candidates.
* Sending client company’s profile & job profile to candidates for their information.
* Sending the scrutinized profiles to the clients & coordinating with them for short-
* Listing &scheduling interviews.

**Have rich working experience as subject teacher in various Private Coaching Classes for 5 years:**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF THE COACHING** | **POSITION** | **SUBJECTS DEALT** | **STANDARD** |
| **CLASSES** |  | **WITH** |  |
| Mayuresh Commerce Classes | Subject Teacher | English & Hindi | 11th& 12th |
|  |  |  |  |
| Ravi & Chetan’s Commerce | Subject Teacher | Secretarial Practice | 11th& 12th |
| Classes |  | Organization of | 11th& 12th |
|  |  | Commerce |  |
|  |  | Business | F.Y B.com & |
|  |  | Communication, | S.Y.B.com |
|  |  | Foundation Course, |  |
|  |  | Commerce Paper |  |
| Ravi & Chetan’s Classes | Subject Teacher | Social Studies | 8th, 9th and |
|  |  |  | 10th |
| V R Academy | Subject Teacher & Admin | Social Studies & | 8th, 9th and |
|  |  | Hindi | 10th |
|  |  |  |  |

**QUALIFICATIONS:**

1. **WELINGKAR INSTITUTE OF MANAGEMENT**

Passed Diploma in Human Resource with **“A+ grade”** in the year 2017.

1. **UNIVERSITY OF MUMBAI**

Passed Master of Commerce (M.Com) with **“first class”** in the year 2016.

1. **UNIVERSITY OF MUMBAI**

Passed Bachelor of Commerce (B.Com) with **“first class”**in the year 2014.

o **MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY**

**EDUCATION (Mumbai Divisional Board)**

Passed the Higher Secondary Certificate (H.S.C.) examination in**“Merit”**in Commerce Stream, in the year 2011.

o **MAHARASTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY**

**EDUCATION (Mumbai Divisional Board)**

Passed the Secondary School Certificate (S.S.C.) examination by **“first class”**in the year 2009.

* **OTHERS:**
1. **MAHARASHTRA KNOWLEDGE CORPORATION LTD.**

Passed MS-CIT in the month of September, 2010.

1. **RECEIVED NATIONAL CERTIFICATE IN MODULAR EMPLOYABLE SKILLS.**
2. **RECEIVED GOLD MEDAL FOR BEST GIRL AWARD IN MAHARASHTRA CADET CORPS. PERSONAL INFORMATION:**

|  |  |  |
| --- | --- | --- |
|  | **Gender** | Female. |
|  | **Date Of Birth** | 15 Sept 1993. |
|  | **Nationality** | Indian. |
|  | **Marital Status** | Single. |

**HOBBIES:**

 Reading.

 Listen to Music.

 Dancing.

 Travelling.

**LANGUAGE PROFICIENCY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **READ** | **WRITE** | **SPEAK** |
| ENGLISH | ✓ | ✓ | ✓ |
| HINDI | ✓ | ✓ | ✓ |
| MARATHI | ✓ | ✓ | ✓ |
| TAMIL |  |  | ✓ |

**DECLARATION:**

The above given information are true to the extent of my knowledge.

**Date:**

**Place:**

**(B. SUNANDA)**