Ankeeta



**Dubai UAE**

* **DOB** - **22nd May, 1986**
* **Nationality - Indian**
* **Husband Sponsored VISA**

**OBJECTIVE**

Looking forward for the establishment of career that offers an adequate platform for growth and at the same time continuously challenges my abilities and skills to ensure excellence.

**PROFILE SUMMERY**

* A dynamic HR professional with over 7 years of experience in Resourcing and Development, Recruitment, Employee welfare and Performance Management.

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* Adept at handling employee grievances and people management.

**COMPETENCIES**

* Fast learner, adapt well to changes and pressures in workplace.
* Work effectively with diverse groups of people.
* Friendly with an upbeat attitude.
* Ambitious and committed to excellence.
* Committed to deadlines and schedules.
* Extrovert, Diplomatic and good decision making.
* Fierce determination and perseverance in achieving set goals.



**EMPLOYMENT HISTORY**

* **HR and Admin Manager**

**(August, 2018 – January, 2020)**

***Key responsibilities:***

* + Implementing and revising company’s compensation program
	+ Creating and revising job description.
	+ Conducting annual salary surveys.
	+ Performing benefits administration.
	+ Maintaining affirmative action programs.
	+ Overseeing recruitment efforts for all personnel, including writing and placing job ads.
	+ Conducting new employee orientation and employee relations counseling.
	+ Overseeing exit interviews and exit formalities.
	+ Maintaining records and reports
	+ Participating in administrative staff meetings.
	+ Recommending new policies, approaches and procedures.
* **Senior HR Executive at Laurent and Benon Hospitality Solutions. (January, 2015 – June 2018)**

***Key responsibilities:***

• Executing entire recruitment process across all departments.

* + Supervising recruitment, induction program and policy /procedures for employees.
	+ Planning human resource requirements with heads of different operational areas.
	+ Sourcing from different job portals and social networking sites and posting of vacancies on job portals.
	+ Studying and suggesting innovative sources for active and passive candidate recruiting.
	+ Coordinating with colleges all over India for campus placements.
	+ Scheduling interviews and assisting candidates in the interview process.
	+ Coordinating with recruitment consultants and networking.
	+ Completion of all joining formalities of new recruits.
	+ Preparation of HR monthly reports and attrition reports.
	+ Preparation of appointment and increment letters of employees.
	+ Responsible for submission of ESI and assisting in other statutory compliances.
	+ Supporting the department in the execution of HR policies and procedures.
* **HR Executive at Serco Global Services ( February, 2014 – January, 2015 )**

***Key responsibilities:***

* Involved in end to end recruitment only for Lateral Positions.
* Interaction with the managers on regular basis.
* Handled various skill sets.
* Posting ads in job portals and Networking.
* Sourcing profiles from buddy referrals, job portals, database, headhunting, etc.
* Co-ordinate & schedule interviews with the candidate and the technical team.



* + - Follow-up for feedback and keep the respective candidates informed of the same.
		- Salary negotiation with the candidates.
		- Walk-in Interviews as per the business requirement.
		- Receiving candidates resume and short-listing according to relevancy.
		- Managing Database of Candidates applying each day.
	+ Co-Ordination with Consultancies for required candidates.
* **HR Recruiter at Unique System Skills ( June, 2013 – February, 2014 )**

***Key responsibilities:***

* Constantly Calling Concern Clients to Check their Availability.
* Screening the Candidates identifying appropriate Technical Skill Sets and Short- Listing the

Probable candidates for various skill sets at different levels of expertise aimed at sourcing best of talents.

* Convincing the Candidates on the Respective Offers, Terms & Conditions of the Firm, Negotiate Salaries /Rates in accordance with the Company’s Approved Policies & Procedures.
* Explaining the requirements to the candidates and, scheduling interview with the technical team.
* Developed databases for client and candidates contact information.
* Recruited and hired candidates in state and out-of-state for contract,

Contract-to-hire and permanent placements for all IT positions for multiple client companies.

* **Senior Associate (Operations) at WNS ( December, 2009 – June, 2013 )**

***Key responsibilities:***

* + Was working for a process named Travelocity, in the accounts receivable department.
	+ Communicating with US client using e-mail and calls.
	+ Responsible for process and team targets, Turnaround time and Quality achieved by team.
	+ Maintain Daily and Monthly team reports in Excel.
	+ Worked as a Credit & Collections Analyst
	+ Secured Payments within defined due dates in the different delinquency buckets/brackets.
	+ Need to contact the clients via phone calls & e-mails to collect their past dues.
	+ Managed account of Travelocity, performed reconciliations and handled deductions.
	+ Managed Individual Portfolios.
	+ Cash Application.
* **Customer Service Executive at FIS Global Business Solutions India Pvt. Ltd. (August, 2008 – June, 2009)**

***Key responsibilities:***

* Manage large amount of inbound and outbound calls in a timely manner.
* Identify customer needs, clarify information, research every issue and provide solutions and alternatives.
* Build sustainable relationships and engage customers by taking the extra mile.
* Frequently attend educational seminars to improve knowledge and performance level.
* Meet personal and team qualitative and quantitative targets.



* **Project Manager at Shlok Hospitality (February, 2006 – July, 2008)**

***Key responsibilities:***

* Facility planning of the hotel, food courts and restaurants.
* Making all Schematic designs for above said projects.
* Making BOQ’s/Tender Documents for kitchen equipment’s.
* Project estimation and budgeting.
* Project scheduling from the concept till the operational hand over.
* Calculating the high end MEP requirement for the Food & Beverage establishments.
* Providing the Schedule for the all activities involved in back of the House.

**EDUCATION**

* Diploma in Human Resource Management from Welingkar Institute of Management in the year 2012.
* Bachelor of Commerce from Kanpur University 2011.

**COMPUTER PROFICIENCY**

* Basic working knowledge of Ms Office – Word, Excel, Power point.

**LANGUAGES KNOWN**

* English
* Marathi
* Hindi

**HOBBIES**

* Listening to Music
* Networking
* Travelling

**CONTACT**

**Email:** ankeeta-396882@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

I hereby declare that the above information given by me is true to best of my knowledge.

Place – Dubai

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(Ankeeta)