**Stacey**

[**Stacey.270090@2freemail.com**](mailto:Stacey.270090@2freemail.com)

Aspiring for a rewarding career along with the growth of the Organization by applying my thoughts and knowledge. To be an effective Team Player and a role model by achieving the best results keeping in mind Management needs and Organizational objectives.

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**Employment Graph:**

**Multi Mech Doha WLL- QATAR - December 2016 till April 2017 - as a Hr Executive cum Receptionist**

**Noteworthy Credits**

**Recruitment:**

Sourcing & screening of profiles from sources like in house Job Portals, Social-networking sites, References and Consultants etc.

Taking initial telephonic round of interview.

Co-ordination with consultants and line managers & arranging for interview line-ups.

Vendor Management

Follow up with shortlisted candidates till their joining.

Employee Database Management:

Creating and updating database of each employee and to maintain all documents used during life cycle of an employee.

Documentation of new joiner / MIS and Data Management.

Maintaining and updating status of all ongoing position (status of interviews, candidate short listed for various rounds).

Sending weekly hiring update report to all business head.

Sending monthly report of recruitment & cost incurred to HR manager

Preparation of Offer letters, Confirmation letters, other communication letters etc.

Co-ordination with concerned for Employee Verification.

Organizing events during festivals.

Assisting HR head in training and development program.

Coordination with finance team for processing of invoice

**Receptionist:**

Serving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately

Answering the switchboard, screening and forwarding incoming phone calls

Receiving and sorting daily mail/deliveries/couriers

Maintain security by following procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)

Update appointment calendars and schedule meetings/appointments

Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

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**Furniturewalla - Mumbai, Maharashtra - August 2016 till December – 2016 - as a Hr Executive**

**Noteworthy Credits**

**Recruitment:**

Handling pan India recruitment. Recruitment & Selection & Joining Formality Managing End-to-End recruiting activities.

Providing Offers and responsible for post-selection induction and joining formalities of new recruits, Orientation, Training, ID Generations and advising payroll for processing the salaries for selected candidates.

Attendance, Payroll & HR Administration Maintain the employee attendance register and leave management system and generate the attendance for the salary process.

Prepare salary breakup for all new joining. Make necessary entries for new joinees, separation cases, unpaid leave, salary advances, etc. Follow-up with Bank for timely credit of salary & Issuing salary slips.

Handling Entire Site Independently

Sourcing & screening of profiles from sources like in house Job Portals, Social-networking sites, References and Consultants etc.

Taking initial telephonic round of interview.

Co-ordination with consultants and line managers & arranging for interview line-ups.

Vendor Management

Follow up with shortlisted candidates till their joining.

Employee Database Management:

Creating and updating database of each employee and to maintain all documents used during life cycle of an employee.

Documentation of new joiner / MIS and Data Management.

Maintaining and updating status of all ongoing position (status of interviews, candidate short listed for various rounds).

Sending weekly hiring update report to all business head.

Sending monthly report of recruitment & cost incurred to HR manager

Marinating training calendar.

**Assisting in HR Operations:**

Assisting HR Head for appraisal of employees, collating data for appraisals and promotions.

Preparation of Offer letters, Confirmation letters, other communication letters etc.

Co-ordination with concerned for Employee Verification.

Organizing events during festivals.

Assisting HR head in training and development program.

Coordination with finance team for processing of invoice

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**Noteworthy Credits**

**Customer Service:**

Customer Service Representative was Attending Customers call & to give a FCR for the customers.

Taking Team Meetings.

Managing the teams Stats & performance.

Playing the Role of a Team Coach & managing the team strength of 20.

**WNS Global Services PVT.LTD - (January 2008 till June 2009) – as a Sr: Customer Service Associate.**

**Noteworthy Credits**

**Customer Service:**

Taking Team Meetings

Managing the teams Stats & performance.

Customer Service Representative was Attending Customers call & to give a FCR for the customers.

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**Savoices Software Consultants PVT.LTD- (January 2004 till December 2007) as a Customer Service Representative & Transferred to HR & Administrative Role.**

**Noteworthy Credits:**

**Customer Service:**

Customer Service Representative was Attending Customers call & to give a FCR for the customers.

Taking Team Meetings.

Managing the teams Stats & performance.

Playing the Role of a Team Coach & managing the team strength of 15.

**HR - Recruitment & Administrative:**

Handling pan India recruitment.

Sourcing & screening of profiles from sources like in house Job Portals, Social-networking sites, References and Consultants etc.

Taking initial telephonic round of interview.

Co-ordination with consultants and line managers & arranging for interview line-ups.

Vendor Management.

Follow up with shortlisted candidates till their joining.

Reporting to the Company General Manager- Corporate Affairs.

Produces information by formatting, inputting, editing, retrieving, copying Text. Self-Correspondence & Drafting letters.

Up keeping & maintaining all files, records, original correspondence, legal papers of the company & its subsidiaries, indemnity bonds in respective files.

Scheduling Meeting & Appointments with clients for the ED / MD.

Managing the Expense statements, Accounts.

Preparing and responding to faxes, email and posted mail as required.

Handling various administrative functions like organizing and coordinating travel arrangements, hotel bookings & Administration support, etc.

Handling office support staff, inward & outward couriers, stationary etc., for smooth functioning of the department.

Type correspondence and documentation including amend & Produce excel Spreadsheets.

Handling reimbursements of department manager’s i.e. Fuel bill, travel expenses, mobile bills etc.

Any other work indicated by the Management from time to time.

Attending Telephone calls.

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**Educational Details**

Academic Credentials

HRM Diploma in the year- 2015

H.S.C Passed in the year 2003

S.S.C Passed in the year 2001

Basic (Computer): MS Office & Basic computer

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