|  |  |
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| **NAMRATA**  | **Mankhool, Bur Dubai, Dubai** |
|  | **E:** **namrata.383224@2freemail.com** |
|  |  |
| **CAREER OBJECTIVE** |  |



Seeking a challenging role in a reputed learning organization where I can utilize and enhance my skills and gain further experience while contributing to the development & growth of the organization.



**PERSONAL SUMMARY**

* An enthusiastic and self-motivated HR professional with an overall experience of more than 4 Years.
* Specialized in MBA (HR) with a B.A. in Psychology & M.A. in Tourism Administration.
* Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited
* Successfully managed APAC (Asia Pacific) Region globally at **“GOLDMAN SACHS”** as a Staffing Specialist
* Successfully executed the vital role of a Sourcing Expert at **“ACCENTURE”**
* Successfully represented **“INDIAN ROUTES”** at the Commonwealth Games, 2010 & was a part of an Incentive tour for Brazilian Tour Operators in 2009.



**CAREER HISTORY**

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|  | **Goldman Sachs,** | **Bengaluru** |  |  |
|  | **(Under payroll of** | **Acculogix** | **Staffing Specialist – Recruitment** | **April, 2015 – February, 2017** |
|  | **Software Solutions Pvt. Ltd.,** | **Co-ordinator** |  |
|  | **Bengaluru)** |  |  |  |  |
|  | **Key Responsibilities** | A global key player of Asia Pacific Experienced Hire Recruiting Team |
|  |  |  |  | of Goldman Sachs |  |
|  |  |  |  | Experience of interacting with Leadership level candidates, |
|  |  |  |  | discussing their job description and facilitating the scheduling of |
|  |  |  |  | their interviews |  |
|  |  |  |  | Collaborating with various stakeholders (candidates, sourcing team, |
|  |  |  |  | recruiters, hiring managers etc) to ensure timely and successful |
|  |  |  |  | closure of interviews |  |
|  |  |  |  | Booking rooms globally by coordinating in advance using the Room |
|  |  |  |  | Booking Tool and also raising visitor requests for candidates in |
|  |  |  |  | order to ensure smooth entry of the candidates into the office |
|  |  |  |  | Building. |  |
|  |  |  |  | To ensure timely collection of interview feedback forms from the |
|  |  |  |  | interviewers, maintaining record of all such interview feedbacks and |
|  |  |  |  | ensure submission to hiring managers for further processing |
|  |  |  |  | To send out Compensation forms to the prospective candidates and |
|  |  |  |  | then sending them out to the respective Recruiters for further |
|  |  |  |  | processing |  |
|  |  |  |  | To file and maintain a record of rejected candidates for future |
|  |  |  |  | audits |  |



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|  | **Accenture Services Pvt. Ltd.,** |  |  |  |
|  | **Bengaluru** | **(Third** | **Party** |  |  |  |
|  | **Payroll – Adecco India Pvt.** | **Sourcing Expert** | **13 August, 2013 - 13 June, 2014** |
|  | **Ltd, Bengaluru)** |  |  |  |  |  |
|  | **Key Responsibilities** |  |  | Sourcing, screening & shortlisting the right kind of profile against the |
|  |  |  |  |  |  |  | given requirement from various sources like job portals & social |
|  |  |  |  |  |  |  | networking sites. |  |  |
|  |  |  |  |  |  |  | Posting & advertising jobs on various job portals. |
|  |  |  |  |  |  |  | Understanding the required skill sets & identifying prospective |
|  |  |  |  |  |  |  | candidates for different requirements of the company for locations |
|  |  |  |  |  |  |  | like Bangalore, Chennai, Noida & Mumbai. |
|  |  |  |  |  |  |  | Conducting preliminary screening via telephonic as well as face to |
|  |  |  |  |  |  |  | face interview. |  |  |
|  |  |  |  |  |  |  | Handling entry level & lateral hiring for BPO recruitment. |
|  |  |  |  |  |  |  | Scheduling personal interviews for the candidates and coordinating |
|  |  |  |  |  |  |  | on the same. |  |  |
|  |  |  |  |  |  |  | Following up with the candidates right from screening till onboarding. |
|  |  |  |  |  |  |  | Maintaining a pipeline of prospective candidates for future |
|  |  |  |  |  |  |  | recruitment. |  |  |
|  |  |  |  |  |  |  |
|  | **Indian** | **Routes (Inbound** |  |  |  |
|  | **Travel** | **Organization),** | **New** | **Tour Executive – Operations (Spanish** |  | **01 May, 2009 – 31 October,** |
|  | **Delhi** |  |  |  |  |  | **Market)** |  | **2010** |
|  |  |  |  |  |  |
|  | **Key Responsibilities** |  |  | Taking note of the requirements of the customers & providing them |
|  |  |  |  |  |  |  | with customized itineraries as per their needs. |
|  |  |  |  |  |  |  | Providing customers with pre-prepared packages. |
|  |  |  |  |  |  |  | Responsible for the entire tour operations right from booking hotels, |
|  |  |  |  |  |  |  | arranging transportation, meeting the clients on arrival & then |
|  |  |  |  |  |  |  | following up with the clients at the time of their departure. |
|  |  |  |  |  |  |  | Co-ordinating with the drivers, guides, local travel agents & airport |
|  |  |  |  |  |  |  | representatives in order to ensure smooth operations. |
|  |  |  |  |  |  |  | Following up with the airlines on account of loss of baggage. |
|  |  |  |  |  |  |
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|  | **INTERNSHIP (MBA – HR)** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Aircel Business Solutions (Bengaluru) – 9 April, 2012 to 15 June, 2012** |  |  |
|  |  |  |  |  |  |  |  |
|  | **Title** |  |  |  |  |  | A study of the recruitment trends of HR professionals in the IT industry in |
|  |  |  |  |  |  |  | Bengaluru |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Identified the number and type of vacancies in the various IT |
|  | **Description** |  |  |  |  | companies for HR Professionals and the skills that the prospective |
|  |  |  |  |  |  |  | recruits must possess in order to fill up these vacancies. |
|  |  |  |  |  |  |  | Identified the various sources from which these recruitments are |
|  |  |  |  |  |  |  | done. |  |  |
|  |  |  |  |  |  |  | Observed, analysed and identified the best recruitment source for |
|  |  |  |  |  |  |  | hiring HR Professionals in the IT Industry in Bengaluru. |
|  |  |  |  |  |  |  | 2 |  |  |





**INTERNSHIP – MA Tourism Administration**

**Orbitz Corporate & Leisure Travels Pvt. Ltd. (New Delhi) - 12 May, 2008 to 12 July, 2008**

|  |  |
| --- | --- |
| **Title** | Outbound Tourism (Sales) |
|  |  |
|  | Made sales calls to various potential customers and sold them |
| **Description** | holiday packages along with making note of the various needs of the |
|  | customers and learnt how to make customized itineraries. |
|  |  |

**DISSERTATION (MBA – HR)**

**Alliance Business School, Bangalore (01 April, 2013 – 18 June, 2013)**

|  |  |  |
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|  | **Title** | Availability of Rehiring Opportunities and Achievement Motivation: A Critical |
|  |  | Investigation into the Second Career Opportunities for Women |
|  |  |  |  |
|  |  | Attempted to understand whether the availability of rehiring |
|  | **Description** | opportunities for women could enhance their NAch (Need for |
|  |  | Achievement, or achievement motivation). |
|  |  | Conducted qualitative research & collected secondary data. |
|  |  | Analysed the texts and speeches of the secondary respondents, as |
|  |  | well as several articles and researches. |
|  |  | Found that the existence of second career opportunities for women |
|  |  | in the corporate world nowadays does indeed increase achievement |
|  |  | motivation to a great extent, which is important considering the |
|  |  | steady rise in the number of women in the workforce. |
|  |  | Formulated recommendations in order to make these opportunities |
|  |  | more relevant and accessible to the women so that they will not |
|  |  | hesitate to come back to the corporate world with newer insights of |
|  |  | problem solving &decision making. |
|  |  |  |  |
|  |  |  |  |
|  | **ACADEMICS** |  |  |
|  | 2013 | MBA (HR) from Alliance University, Bengaluru |  |
|  | 2009 | M.A. Tourism Administration from Amity University, Noida |  |
|  | 2007 | B.A. Psychology from Daulat Ram College, Delhi University |  |
|  | 2004 | Class 12 from Kendriya Vidyalaya, Guwahati (CBSE) |  |
|  |  |  |  |
|  | 2002 | Class 10 from St. Mary’s English High School, Guwahati (SEBA – Assam State |  |
|  |  | Board) |  |
|  |  |  |  |
|  | **PERSONAL DETAILS** |  |  |
|  | **Date of Birth** | 19 September, 1985 |  |
|  |  |  |  |
|  | **Languages known** | English, Hindi, Assamese & Bengali |  |
|  |  |  |  |
|  | **Interests** | Travelling, Adventure Sports, Painting |  |
|  |  |  |  |
|  | **Visa** | Husband Visa |  |
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