**Manisha, aPHRi**

**Email:** manisha-396777@gulfjobseeker.com

**Summary**

* A dedicated and dynamic HR Professional with experience in managing a gamut of tactical and strategic human resource services and functions including HR Business Partnering, Performance Management, Talent Acquisition, Talent Management, Employee Engagement and Generalist Operations.

I bring with me:

* Strong Interpersonal and analytical skills.
* Hands on experience in handling end to end employee life-cycle.
* Proven success in introducing process improvement.

**Experience Summary**

**(Feb’17 – Oct’19)**

It is an HR firm specializing in Executive Search, Training & Development and Inner Excellence Program. It deals into Banking & Financial Services and caters into middle & Senior level hiring across India.

**Roles and Responsibilities:**

**Manager - HR & Operations (Aug’ 18 – Oct’19)**

* Responsible for quality Hiring (Sourcing / Screening / Short listing resumes & Conducting Interviews).
* Closing positions as per the requirement within defined turnaround time.
* Taking care of joining formalities, onboarding and induction and training need analysis.
* Handling campus placement process, i.e. contacting, coordinating, conducting and arranging the logistics before and during the process.
* Exposure in rewards and recognition & employee engagement activities.
* Ensured quick resolution of employee grievances by interfacing between the Business and line managers.
* Responsible for monthly salary and handling LTA, medical, PF, arrear payments, reimbursement claims and performance bonus.
* Responsible for software related trouble shooting in coordination with vendors.
* Partnering with Business in identifying high potential talent and evolving strategies for developing and rotating talent.
* Designing and driving implementation of performance management system with focus on department specific KRAs and KPIs and linkage of performance rating to the variable pay.
* Conducting exit interviews and overseeing separation actions like full & final settlements**.**

**Previously worked as an Assistant Manager - Recruitment (Feb’17- Dec ’18)**

* Responsible for managing End to End Recruitment: Requirement Analysis, Sourcing, Screening, Scheduling, Interviewing, Negotiation, Background Verification, Offer Management, On-Boarding activities.
* Work closely with the hiring managers to understand the overall needs and hiring requirements.
* Locating potential candidates through various jobs portals and social media sites such as Naukri, Linkedin.
* Experience in mapping the candidates and organizations across various departments.
* Selling the opportunity to the prospective candidate.
* Conducting preliminary Interviews and presenting the right talent to the hiring manager.
* Expertise in handling middle and senior level recruitments across India.
* Providing daily MIS reports and tracker for the team in the form of MS-Excel to management regarding the performance statistics.

**ACHIEVEMENTS**

* Employee of the month for over achieving monthly target.
* Achieved 110% of the fee income target for FY 17-18.
* Was able to successfully increase the retention ratio in the organisation.
* Successfully coordinated employee personality development program and training using Enneagram tool.
* Built the entire HR system & practices, along with a strong company culture from scratch.

**CERTIFICATIONS**

* **Associate Professional in Human Resources - International (aPHRi)** HR Certification Institute – HRCI (Issued 25 Jan 2020)

**Internship Training**

* **Bharti Airtel Limited**
	+ Employer Branding **(**June 20, 2016 – July 3, 2016)
	+ The internship focused on providing an insight into different domains of HR related services. It provided practical exposure towards campus recruitment, varied hiring procedures and updating social media pages for Bharti Airtel so as to motivate candidates from premier institutes to join Airtel
* **Aircel Limited**
	+ GSM Networking (June 02, 2014 –July 24,2014)
	+ The Internship provided exposure into the work done in Aircel. It gave an overview about GSM Technology (Architecture of GSM .i.e. about the Mobile Station, Base Transreceiver System, Mobile Switching Centre, Visitor Location Register Handover, call set up process, about channels, deal with traffic case, etc) GPRS system.

**Educational Qualification**

* 2015 – 2017, **G.D Goenka University - Gurgaon** MBA – HR & Operations (Full Time) – CGPA 8.2.
* 2011- 2015, **ITM University - Gurgaon**
* 2010-2011, **Starex International School**

75% - Science C.B.S.E

* 2008-2009, **Starex International School**

74.2% - Science C.B.S.E

**Inter-Disciplinary Projects Undertaken**

**Designing My Dream Home**: The project provided an insight about the entire perquisite required for creating ahouse, selection of an ideal location, site analysis, laws and standards regarding the basic measurement of a house, designing of exterior and interior of house.

**Amalgamator Undertaken:**

**Alternative Healing techniques:** The project provided an overview about yoga, homeopathy, ayurveda, reiki,hypnotherapy, acupuncture, acupressure, transpersonal counselling, and non-conventional methods, pancha tatva and its connectivity with the body, principles of healing**.**

**Technical Skills**

* Proficient in Excel, word and power point.
* Have worked on HRIS like Taleo, Hire craft, Talent Recruit & HRMS – Zing HR

**Personal Information**

Nationality

Gender

Language Known

Date of Birth

Indian

Female

English, Hindi

02-10-1993