

***Human Resources & Talent Management Professional**, consistently striving for transformation of company work culture, happiness index of employees, retaining and skill enhancement of talent, bringing down of average turnover ratio of the company & excelling in defining HR policies, strategy to support overall company growth.*

PROFILE SYNOPSIS

Functional Skills:

- Proficient in HR services such as design of work positions; hiring; reward recognition and strategic pay; performance development and appraisal systems; career and succession planning; and employee development.
- **Building talent-pool** with compartmentalization approach using qualitative and quantitative measures for performance done by the prospect employee.
- Skilled in **on-boarding and retaining talent** helping in decreasing the turnover ratio of the company using talent management strategies coaching, mentoring, performance development planning, holding exit interviews.
- Developing an organizational culture that supports talent management, planning employee engagement activities.

An expert in end-to-end recruitment and team handling,

Professional Traits:

- Result oriented individual; endowed with team leadership, effective communication and project management abilities.
- Leverages professional ethics, exceptional planning skills and liaising abilities to a fast paced growth oriented environment; capable to work as individual as well as in group

Core Competencies

Trust ▯ Integrity ▯ Discretion ▯ Flexibility ▯ Persuasion or capacity to influence ▯ Escalation Management ▯ Database Management ▯ Liaison and Coordination ▯ Talent pool ▯ Ethical approach ▯ Critical Thinking Skills ▯ Strategic Planning ▯ Communication Skills

RELEVANT WORK EXPERIENCE

HR Trainee ▶ Times of India

Apr 16 - Jul 16

Hiring of Employees: Stage one consisted design of work positions, stage two comprised conducting interviews of relevant candidates after due screening process from talent pool, stage three negotiation and persuasion round with desired candidates, if needed for on-boarding.

Employees exit strategy: Conducting exit meetings with employees to understand major or minor grievances if any or the reason or motivation for leaving the company. The helped in lowering the turnover of employees significantly. It also helped in formulating HR policies intricately.

HR Services: Catered responsibilities such as maintaining attendance data, employee payrolls, employee engagement activities, took initiative in learning happiness index of employees, lowering turnover ratio, building performance metrics to help management understand valuable employee.

HR Policy Framework: Created on-boarding policy, exit policy, leave policy, maternity policy, employee benefit plan, health insurance policy guidelines for the company.

On-boarding Process: Created on-boarding process including company introduction session, staff meeting session, briefings regarding company policies such model code of conduct, women employee's policy, showing career growth patterns of existing employees.

HR tasks executed:

- Documentation: offer letters, employment documents, increment letters, experience letters, termination letters and other employee related documents.
- Making annual open enrolment, processing changes to career websites, updating payroll.
- Maintenance of new hires information to HRIS.

- Processing of attendance registers and leave application

Radio Jockey & Show Producer – ENIL Radio Mirchi 98.3 PVT LTD

Feb 17 – Jun 18

Radio Jockey and Show Producer:

- Hosted evening primetime Indore & morning primetime Raipur
- Designing entire flow of the show; Topic Selection, Scripting, Hosting esteemed guests & delivery. Name of the shows are "Rajawada Chowk Reloaded" & "Hi Raipur"
- Voice over artist for advertisements and programming elements

Business Development Associate – Think'n'Learn PVT LTD

Jul 18 – Feb 19

Sales and Business Growth:

- Providing oversight to the Lead Development Program, increasing sales and achieving pre-designated quotas
- Formulating marketing strategies to create a pull for the products/services; exploring new markets, standardizing operations, taking reengineering initiatives for augmenting turnovers
- Pursuing market development opportunities to achieve continuous growth in sales volume and market share
- Accomplishing K12 sales targets including both B2B (Schools & Universities) and B2C domain (Individual Customers)

Senior Business Development Associate – Extramarks Education India PVT LTD

Feb 19 – Jun 19

Sales & Business Development:

- Mentoring Team members to maximize productivity
- Working closely with Manager and Sr. Manager for understanding the overall post sales and sales operation process

Talent Acquisition Associate – Quality Tutorial Pvt Ltd, LIDO Learning

Nov 19- May 20

Acquiring right talent for the right job: The hiring was done majorly for the sales roles.

- Screening of resumes
- Sourcing the candidates
- Interviewing the candidate
- Salary negotiations
- Documentation process
- Onboarding and induction
- Grievances redressal
- Coordinating with the Consultants
- Hiring through zero cost methods

Manager- Talent Acquisition - Bunch Microtechnologies PVT Ltd, Classplus

June 20- Present

Leading the Non-Tech hiring PAN India and ensuring that the hiring happens with the agreed TAT with the business.

- Handling a team of 7 members and assist them analyze the bottlenecks if any and ensuring the timely deliverables
- Conducting the meeting with the leads and deciding on the hiring roadmap
- Sourcing the candidates through various portals
- Ensuring the candidate profiles are vetted well enough to ensure closures
- Conducting the telephonic and video interviews
- Salary negotiation
- Document Verification
- Onboarding and Induction
- Vendor empanelment and coordination
- HRBP Responsibilities

I have been actively working as a freelance recruiter since November 2019. Here I hire for all types of roles of all levels. I have purchased subscription for various portals to ease up the process.