

## HUMAN RESOURCE SPECIALIST /RECRUITER/ TALENT ACQUISITION

Talent Acquisition and HR professional with over 6 years of experience developing and executing recruiting plans within agency and in-house. Experience in working with products and service clients for recruiting an all-star team and tech savvies and proven abilities in planning & managing resources. Being a people's person and a HR professional, my personal mission is to connect Talent with the right opportunity so both the Professional and Organization benefits.

### AREA OF EXPERTISE

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- Recruitment & Selection
- Benefits & Compensation
- Employee Engagement
- Man-hour cost Analysis
- HR Operations
- Performance & Leave Management
- Employee Record Organization
- Induction Training
- Statutory Compliance
- Salary & Payroll Processing

### RECRUITMENT SKILLS

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- Recruitment Gathering ■ Non-Tech & Tech Hiring (Quant, Analytics also) ■ Interior Design profiles
- Profile Screening ■ Interview Process & Hiring Co-ordination ■ Offer Negotiations ■ Offer Release
- Post Offer Follow Up ■ Vendor Management ■ Permanent Staffing ■ Contract Staffing

### SOURCING CHANNELS

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- LinkedIn ■ Indeed ■ Naukri (.in and Gulf) ■ Monster ■ Dice ■ Hirist ■ IIM Jobs ■ Referrals
- ATS - Hire craft, Focus, Workday

### ACADEMIC PROFILE

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- Executive MBA in International Business & Management from Swiss Business School, Switzerland - 2016 with GPA of 3.8 on a 4.0 scale (95%)
- BACHELOR OF ENGINEERING, Power Electronics (Electrical & Electronics Engineering) from Gujarat Technological University, Gujarat, India - 2012 with CGPA of 8.39 on a 10.0 scale (78.9%)

### CERTIFICATION

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#### CERTIFIED HUMAN RESOURCE MANAGEMENT PROFESSIONAL (CHRMP)

Oct 2019; HR Spot, Kolkata (Registered under MSME & Ministry of Corporate Affairs, Govt. of India)

### ORGANISATION EXPERIENCE

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1. **QUESS CORP, BENGALURU (Client - McAfee)**  
Sr. Talent Acquisition Specialist  
Oct 2020 to Present

- Involved in full cycle recruitment from sourcing, identifying, screening, interview scheduling.
- Responsible for shortlisting candidates through sources like job portals, data banks and workday.
- Communicating with candidates at all the stages (building relationships) - Pre-Interview, post interview and post offer.
- Monthly recruiting update and dashboard to Hiring managers and Talent Acquisition Managers: Topics included hiring trends and reporting, recruiting best practices

2. **PEEPAL CONSULTING, BENGALURU**  
Team Lead - Talent Acquisition & RPO (Process Outsourcing)  
Dec 2019 to Jun 2020 (6 Months)

- Managed job requirements of the reputed clients like Xylem Inc, Goldman Sachs, GE Global Research, Applied Materials, Tiger Analytics, PwC, Empirix, Indigene and many with their requirements: Engineering, IT, Data Analytics and Science, Sales & Marketing, Business Development, Finance & Accounting
- Identify candidates through multiple sources and job boards.
- Handled entire recruitment function from Sourcing, Screening, Identifying and Scheduling the

### Interviews, Onboarding.

- Following up with candidates i.e., phone calls, emails and tracking their activities in internal database.
- Working in sync with the technical team and schedule interviews, salary negotiations, documents collection, offer release.
- Develop and execute a sourcing strategy, pre-screen candidates and deliver pre-qualified diverse candidates for hiring manager's evaluation
- Presented monthly recruiting update to CEO and staff: Topics included hiring trends and reporting, recruiting best practices
- RPO for the MNC client - Xylem Inc.

### Recognition:

- *Joined as a Talent Acquisition and within 2 months took up RPO role- front ending managers and handling requisition individually at client location.*
- *Best Performer - April 2020 (Centennial Award) for the performance of 179%*

### 3. AL KHEYAL DÉCOR WLL, BAHRAIN

Human Resource Manager & Recruitment Specialist

Feb 2013 to Mar 2019

(6 Years and 1 Month)

Al Kheyal Décor which is one of the leading Interior Decoration Company (Gypsum & Painting Works) in Bahrain.

- Led overall centralized HR Operations and functions, which currently has 3 offices in middle east (Bahrain, UAE and Qatar) and operations worldwide with 450 employees.
- Recruitment specialist for Engineering, Designer, IT and Non-IT roles.

### ROLES & RESPONSIBILITIES

- Handled entire gamut of recruitment function from Sourcing to Onboard Interior Decorators, Carvers, AutoCAD Draftsman, IT Technicians from Germany, Spain, France, India, Pakistan and Philippines and worked closely with the recruitment agencies and embassies related to visa processing and Emigration clearance.
- Expertise in maintaining employee database in MS Excel, HRMS & FOCUS ERP
- Take care of joining formalities, employee offer letter, appointment letters, confirmation letter, exit interviews, process leave pay, final settlement pays, transfer settlement.
- Conduct employee induction and facilitating newcomers joining formalities and explain organization's HR policies and procedures to the employee.
- Work with PRO for processing and renewal of visa, labor laws, Immigration rules, health & ID card and handled LMRA online system.
- Dealt with workers on daily basis in order to resolve their problems/queries, understaffing, refereeing disputes, firing employees and various disciplinary procedures and escalating to the right level depending on the nature of grievance.
- Process over 450 staff's Salaries and Wages on a monthly basis and accordingly handled three international payrolls across GCC regions (Bahrain, Qatar & UAE) and assist in annual auditing.
- Prepare reports when like Project cost report, average Labor cost report, Manpower forecast report, Employee Turnover list, Manpower analysis report, Project Preliminary & General Report (P&G).
- Coordinate with Customs Handling Agents for clearance, Freight forwarders and validate duty charges.

### ACHIEVEMENTS

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- Received Best Student Award in MBA with overall performance from Swiss Business School, Zurich in 2016
- Gold medalist in Bachelor of Engineering Degree, Power Electronics (Electrical & Electronics Engineering) for overall academic excellence in 2013
- First position in KVS Youth Parliament, India as HRD Minister in 2007
- National level selected Kabaddi Player for KVS National, India sports meet 2005

### PERSONAL DETAILS

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Date of Birth: 14 June 1991

Gender: Female

Marital Status: Married

Passport No: U2632055 (Validity - 22 Dec 2030)

Native: Bengaluru, Karnataka

Current Location: HBR Layout, Bengaluru, Karnataka

