

Human Resources professional with 4+ years of experience in Human Resources and Management. Experience in managing full cycle Recruitment and Office Administration

Recruitment Partner (New Comer Program)

Feb '22 - Apr '22

Altis Recruitment

Ottawa

- Sourcing, Screening, and presenting qualified candidates
- Posting ads and actively searching for talent in our in-house database and on several online resumes banks
- Conducting a high volume of interviews in person or by video conference
- Providing consultative advice to candidates on hiring processes, compensation, termination, and other HR topics
- Updating candidate files to locate and place available candidates, generating leads and contribute to candidate-marketing activities

Oct '16 - Jun '17

HR Administrator

Invaria Tech

India

- Maintain employee records and data administration in HRIS
- Maintain an inventory of office equipment and supplies
- Maintain database files, mailing lists, New Employee updates, and attendance report
- Coordinate the full-cycle recruitment process, including onboarding.
- Manage employee life cycle, including on-boarding and off-boarding
- Assisting with recruitment and training as required
- Managing incoming phone calls, organizing files, scheduling meetings, and maintaining databases
- Draft employment letters and agreements for new hires, promotions, and other employment changes. Perform other related HR Admin duties, as assigned

Jul '14 - Oct '16

HR Generalist

Krishna Enterprises (Housing & Infrastructure)

India

Employee relations/engagement

- Respond to queries from employees and provide optimal support on various HR related topics.
- Organized Employee Engagement activities such as Events (Company Anniversary, Festival Day), Initiatives (Birthday Card, New Born Event and other congratulatory events)

Payroll Management

- Updated employees onboarding and offboarding data into the payroll
- Managed/Monitored Leave calculation and timesheet data through Biometrics.
- Verified compensation details of employees which includes salary, Overtime Pay, Deductions,

reimbursement expenses.

- Coordinated with the IT department to update and automate several onboarding tasks and streamlining new hire process.

Recruitment

- Managed all HR related task for about 475 employees in the construction firm.
- Provided full spectrum recruitment for all open positions assigned by the HR manager.

Sep '12 - Jul '13

HR Administrator

Reyami Interiors

India

- Prepare monthly Attendance Report
- Managed phone calls and correspondence (including email, memos letters, faxes and forms)
- Prepared monthly expense reports
- Meeting room preparation, including room set-up and reset, catering, and clean-up prior to and following meetings
- Prepare travel schedules, book travel arrangements, and make reservations for senior management.
- Managing incoming phone calls, organizing files, coordinating receptions, scheduling meetings, and maintaining databases

Dec '08 - Jan '10

HR Trainee

Unicom Satellite System

India

- Sourcing, screening and short listing resumes through various job portals like Naukri/Monster for technical roles such as hardware service engineers, cable TV operator Design Engineer.
- Interview arrangement such as conducting interviews with the Line Managers
- Offer of employment (follow up on offer and acceptance)
- Managed new employees reporting duties and reporting needs
- Update the employee's onboard and offboard into the payroll

Key Skills

Office Administration

MS Office

DataBase Management

Document Management

Employee Database

ACADEMIC QUALIFICATIONS

Bachelors in Engineering, Electronics and Communication EPCET,
Visveswaraya Technological University, India (WES Evaluated)

Diploma in Engineering, Electronics and Communication Technical Board of
Education, India (WES Evaluated)

India