

**Rohini Kumari**

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Location: Bangalore

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### Objective:-

To pursue a challenging career with a company which is rapidly expanding and offers good advancement potential, where I can contribute to the organization growth using my skills, hard work and gives ability to learn and innovative.

### Profession Synopsis:-

- **8+ years** of experience as HR professionals as a Hr Executive
- **Recruitment & Selection:** Responsible for Recruitment, Selection & short listing the candidates. Sourcing the possible candidates via the sourcing procedures like job portals, walk-ins, employees references, followed by short listing of candidates.
- **Joining formalities (New Hire / Offer Letter / On boarding / Induction):** Scheduling and taking in charge of Induction Session for the Employees. Ensured joining formalities of all employees as per the defined process.
- **HRIS Management / HR Shared Services / Employee Self Service:** Managing Employee Database Administration
- **Employee Engagement Programs:** Coordinating monthly Employee Engagement Activities in the team and ODC like Ethnic Day, Festival celebrations, Birthday & Anniversary celebrations, Festival get together, Site picnic, outings etc.

**Current Company: Benllo Consultant**

**Role: HR Administrator**

#### Profile summary:

- Taking care of recruitment cycle like accepting the manpower requisition from all the department and getting approved from management. Then sourcing the right candidate from different platform Naukri, Monster, indeed, Linked In etc.
- Hiring for different Countries like Pakistan, Bangladesh, Sri Lanka,, Philippines etc.
- Taking care of data management, tracking the candidate, using software Keka and Fresh team. Preparing offer letter, increment letter, transfer letter etc.
- Taking care of Induction and orientation, joining formalities, giving training of software Keka for remote log in, slack for official communication
- Taking meeting with over Google meet and monitoring their task
- Grievance handling, leave management,
- Taking care of all the department
- Preparing reports, taking care of full and final settlement

**Role: Hr. Executive**

**Company: Tamra Dhatu Udyog Pvt. Ltd. :5 Years (Aug. 2012-Aug2017)**

#### Profile Summary:

- ✓ Design and implement overall recruiting strategy
- ✓ Develop and update job descriptions and job specifications
- ✓ Perform job and task analysis to document job requirements and objectives
- ✓ Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc.
- ✓ Source and recruit candidates by using databases, social media etc.
- ✓ Screen candidates resumes and job applications

✓ Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within

✓ Onboard new employees in order to become fully integrated

Provide analytical and well documented recruiting reports to the rest of the team

✓ Act as a point of contact and build influential candidate relationships during the selection process.

✓ Conduct joining formalities like offer letter, induction, data updation, assigning duties etc.

✓ Conducted training for blue collar staff on work motivation, how to keep yourself engaged etc.

Keeping record for housekeeping staff, keeping records for canteen etc.

Role: HR Process Associate

Company: GNG Group 3 Years and Paltech Cooling Tower 1 Year

Description: 4 Years of experience with as process associate into HR Operation

- Worked in employee life cycle, joining formalities, exit formalities
- Responsible for vendor management
- Responsible for data maintenance of all employees and training to new joiners
- Information gathering and report generation for associates regarding their travel throughout the academic year
- Recruited more than 2500 VLEs

#### Education Credential:-

Qualification	INSTITUTE	BOARD / UNIVERSITY	YEAR
BBA	Patna Women's College	Patna University University	2005-2008
Plus +2	J.D. Women's College	Bihar Intermediate Education Council	2001-2003
S.S.L.C	St. Joseph High School	Board of Secondary Education	2001

#### Certification Courses:-

- National Level Paper Presentation on "**Employee Engagement Initiative**" in the year 2004

#### Personal Dossier

Fathers Name : S.N. Prasad

Date of Birth : 20.02.1986

Languages Known : English, Hindi

References : will be provided upon request.

