**Priyanka Kasariya**

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**Seeking assignments in Human Resource Management, HR Operations, Generalist, Recruitment, with a leading organisation.**

**Career Highlights**

***Areas of Exposure: HR Operations & Generalist Profile***

* **Recruitment:** Handling end-to-end recruitment in each & every segment of the organization.
* **MIS/Reports:** Generating and maintaining MIS reports for employee base pertaining to manpower headcount, attrition and training. Prepare regular and special Purpose report,In-out time absenthiesm,Late Coming etc.
* **Admin Work:** Handling all the admin work, managing the admin staff in planning and executing the events and other activities in organization.

**ORGANISATIONAL EXPERIENCE**

**June’17 to till date Intec Infonet Pvt Ltd. Senior HR Executive**

***Key Responsibilities***

**Training, Joining Induction & Development**

* Training & Induction for new joiners
* Analysis of post feedback surveys
* Cascading Leadership morale values through workshops
* Conducting end to end joining formalities which include laptop, email, admin facilities & medical insurance etc.

**Salary & Compensation Management**

* Managing salary data of employees.
* Prepare Offer Letter, Promotion Letter, and Increment letters after the discussion with higher authority.
* Prepare salary break ups and salary restructures according as per Company’s structure.

**Employee Engagement & Employee Relations**

* Enhance employee relations through Motivational activities e.g. celebrating festivals, driving initiatives, celebrating birthdays, work anniversary, town hall and informal office parties.
* Coordinate the dissemination of information to notify and advise employees on HR policies, programs and norms and adherence to the HR policies.
* Define & implement policies / processes like on boarding, Employee Communication, Rewards & Recognition, Exit Interviews
* Handling day to day grievances.
* Rewards & Recognition Program

**Salary & Compensation Management**

* Managing salary data of employees.
* Prepare Offer Letter, Promotion Letter, and Increment letters after the discussion with higher authority.
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**Performance Appraisals**

* Assisting MD to conducting appraisal exercise.
* Executive performance management & feedback mechanism, Salary benchmarking & increment review.

**Recruitment & Selection**

* Managing End to end recruitment through Job sites, walk-ins, referrals.
* Talent Acquisition: End-to-end closure with complete adherence to process and documentation for Intern hiring, campus hiring, mid-level to senior level profiles.

**June’15 to June’17 Dimension Corporate Services Pvt Ltd. HR Recruiter**

***Key Responsibilities:***

* Recruitment for the employees for various levels. Taking preliminary round of interviews, negotiation of salaries, issue of offer, appointment Letter etc.
* Preparing Job Descriptions after understanding role and responsibilities for the vacant Positions and advertise on Job Portal to invite applications.
* Liaison with Job Portal companies (naukri, timesjobs etc) and consultants for recruitment process.
* Managing Administrative work like leave record, timing record & office stationary records etc.
* **Recruitment**
* Screening & Interviewing candidates applying for various positions and forwarding short-listed candidates to Director and Responsible Departments Heads and handling middle to senior level positions.
* Managing recruitment cycle for sourcing best talent from diverse sources after identification of manpower requirements and screening right candidates through sources like Job Portals, references and job postings.
* Conducting preliminary interviews scheduling further interview of short listed candidates and follow up on status updating candidate including follow up with selected candidates till joining date.
* Preparation of job description containing candidate profile includes competency.

**Qualifications**

**MBA in HR ,** *Sikkim Manipal University, New Delhi* **2015**

**Bachelors of Arts (Vocational Studies HR),** *BRAC, University of Delhi* **2012**

**Personal Vitae**

Date of Birth : 13th May 1991

Current Address : Mayur Vihar Phase - 1

Languages : English, Hindi

Expected Salary : Fair hike on current CTC

***Reference: Available on request***