

Zarana Vyas PERSONAL INFORMATION

# HRCONSULTANT Address

17 / 2018, Ekta Nagar, Mahada Complex, Near Atharva College, Kandivali West

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| **SUMMARY**  Career Summary  -HR Professional with 4+ years of rich work experience in recruiting IT, BFSI, Aviation, Hotel, Travel, Education, Civil, FMCG, professionals.  -Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Vendor Management, Sourcing, Interviewing, Campus Recruitment.  **EXPERIENCE**  BIRLA WORKFORCE & TECHNOLOGIES PVT LTD (June 2021-TILL DATE) as  Talent Acquisition Specialist –HR  **Responsibilities**:   * Plan and implement company [talent acquisition](https://www.talentlyft.com/en/resources/what-is-talent-acquisition)  strategy * Develop company’s policy for talent benchmarking, talent assessment and interviewing * Conduct sourcing activities in order to fill open positions * Perform analysis of organizational development and anticipate future employment needs * Design and manage recruitment and selection processes (resume screening, screening calls, interviews etc.) * Represent company internally and externally at events with a goal of networking and relationship building with potential candidate communities * Counsel the candidate on corporate benefits, salary, and corporate environment * Build long-term relationships with past and potential candidates * Manage respective candidate pools to ensure qualified candidates remain engaged in current or future opportunities * Communicate regularly with HR department to get a clear view of company’s hiring needs and organizational goals * Suggest new ideas for improving talent acquisition activities * Research talent acquisition trends in the staffing industry   RECEPTIVE SOLUTIONS CONSULTANCY (January 2021-April 2021) as  Business Development -HR   * Consulting clients and advice for Education, Employment, Immigration and Travel VISA to USA, UK, Canada,Poland,Australia, New | 23/B, Chandra Bhuvan, Marve Road, Malad west, Mumbai – 400064  **Phone**  +91 9769034461  8169277487  **E-mail**  [Zarana98@gmail.com](mailto:Zarana98@gmail.com)  **Date of birth**  22-10-1991  **Twitter**  @zv2228  **Marital Status**  Single  **TECHNICAL SKILLS**  Computer Skills – Ms  Office (Basic Knowledge of Word, |

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| Zealand and many other countries.   * Taking care of work Guidance Listed below are your new   **Responsibilities**:   * Briefing new clients about the procedure. * Analyzing the quality performance of the employees in your department. * Follow up with existing clients Clear, Effective Communication. Problem-Solving   Decision-Making.  Team-oriented personality. Team Leading  Thrives in a team environment  HR ONBOARD HR SERVICES  (January 2019- March 2020) as SR.HR Consultant   * Client Handling, client On boarding, Salary Negotiation, Executive Hiring, Contract Recruitment, Team Management. Acting team leader * Experienced in Volume/Mass Hiring and Niche Skill Hiring * Proficient in recruiting candidates from all levels Junior Level to Senior Level. | Excel, PowerPoint) DTP. |

* Good Experience in IT and ITES Recruitment.
* Possess excellent communications and interpersonal skills.

HRD DIMENSIONS (May 2017- July

2018) as HR Consultant

* Screening candidates as per job description and delivering best short listings to the clients.
* Scheduling telephonic, face to face and Skype round of interview.
* Attending the interview drives.
* Following with the offered candidates till the acceptance and joining. Maintaining rapport with the clients.
* Handling entire recruitment and sourcing process.
* Networking with candidates continuously to generate more leads from them. Achieving daily target of relevant CVs,
* Recruitment for BFSI industry on Middle to Top Management.
* Screening and short-listing candidates for employers to interview
* Conduct interviews using various reliable personnel selection tools/methods to

Filter candidates within schedule

* Develop and maintain strong working relationships with internal team members.

GRATITUDE INDIA MANPOWER CONSULTANCE (November 2016-

April 2017) as HR Consultant

* Worked with hiring managers on recruiting planning meetings.
* Created job descriptions/
* Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
* Develop a pool of qualified candidates in advance of need.
* Research and recommend new sources for active and passive candidate recruiting.
* Act as a point of contact and build influential candidate relationships during the selection process.
* Worked on ADMIN PANEL (ASJ JOB PORTAL)

ASPIRE BPO SERVICES PVT LTD

(June 2015- June 2016) as HR Consultant

* Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation
* Develop a pool of qualified candidate in advance of need.
* Follow up with candidates till they join
* Employee query management.

# EDUCATION

Lord Universal College, MUMBAI, 12: HSC

SSC. From Aspee Nutan English Medium High School

B.com from DTSS College of Commerce

# PERSONALITY TRAITS

Have the ability to work and deliver in teams. Highly motivated and eager to learn things. Easily get involve with the new people.

Passionate about every work I do. Positive Thinker Enthusiastic, Knowledge hungry learner, eager to

Meet challenge and quickly assimilate new concepts.