

Richa Prasad

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PROFESSIONAL SUMMARY

An aspiring HR professional with realistic insight in human resource management and nearly **1.5 Year** experience in talent acquisition and recruitment, ready to test and prove my mettle, and grow step by step. Almost **2.5 years** of experience in the field of IT Application/Production support.

PROFESSIONAL SKILLS

- HRMS
- Recruitment & Selection
- Scheduling & Interviewing
- SAP SF
- Talent Management Systems
- Onboarding
- People Management
- Employee Relations

EDUCATIONAL QUALIFICATION

Examination/ Degree	Institute / University	% of Marks	Year Of passing
MBA (HR)	SRI BALAJI SOCIETY	75	2021
B.E.	SSIPMT	74.3	2016
INTERMEDIATE	HOLY CROSS SCHOOL	65	2012
MATRICAULTION	HOLY CROSS SCHOOL	77.6	2010

WORK HISTORY

Company Name: Infosys Limited

Designation: SAP-SF Associate Consultant (July'21 – Present)

Responsibilities:

- Accomplished Professional training to gain a better understanding of SAP SF and SAP HCM.
- Managing & working on implementation Project in SAP SF Payroll Module.
- Involved in planning & understanding Customer's priorities for development in SuccessFactors Employee Central Project.
- Tracking activities for a SuccessFactors Employee Central implementation project with 20+ member team.
- Facilitate workshops to collect business requirements, identify gaps issues, and workaround solutions.
- Document the functional designs for future reference.
- Leading testing team to document test cases, result and track them in ALM tool.
- Prepare and provide the status reports to Senior Leadership.

Company Name: ZS Associates

Designation: Intern Human Resource Recruiter (Oct'20 – Feb'21)

Responsibilities:

- Coordinated interviews with the hiring managers for experienced and entry level professionals.
- Managed end-to-end recruitment process for Associate Consultant, Consultant, Managers, etc.
- Managed the expectations, packages negotiation of new recruits.
- Partnered with hiring managers to determine staffing needs.
- Performed in-person and Telephonic interviews with candidates.
- Administered appropriate company assessments.
- Handled background verification checks of new recruits.
- Communicated employer information and benefits in screening process.
- Served as a liaison with area employment agencies and colleges.
- Prepared timely reports on employment activity and Conducted exit interviews of terminating employee

Company Name: Jindal Steel & Power

Designation: Intern Human Resource Assistant (May'20 – July'20)

Responsibilities:

- Coordinated Hiring Managers to list the Job Description.
- Posted the job description on social media/Job finding portals.
- Communicated with candidates and panel to scheduled Interviews.
- Fully managed the process of recruitment starting from presentation to onboarding of candidates.
- Performed HR administrative duties.
- Helped in developing the induction program.

Company Name: Tata Consultancy Services

Designation: Systems Executive Engineer (Dec'16 – May'19)

Project: Premium Proposal

Client: Ericsson (Mar'17 - May'19)

Responsibilities:

- Managed recruiting cycle, prepare daily/weekly recruitment trackers to provide updates to stakeholders.
- Partner closely with internal stakeholders and other senior leaders to develop recruitment plans.
- Involved in planning and tracking activities for a Premium Proposal project with 10+ members team.
- Worked as a data privacy SPOC for US Insurance client to ensure compliance with company's policies, processes and procedures.
- Experienced in DevOps model project, closely worked with development team during detailed design and Implementation of continuous delivery enhancements and operations team for support, ensuring seamless transition.
- Analyzed the Business Requirements and worked with the product Owner, Business Analyst, Development Team for understanding the details of Functional and Non-Functional Requirements.
- Actively participated in smoke, functional and ad-hoc testing during SIT phase.
- Testing a build in acceptance environment and provide sign off-to deploy it on production environment.
- Followed ITIL procedure – incident, problem change and knowledge management.
- Involved in Business Functionality testing, Integration testing, Functional testing, UAT testing and SIT testing.

ACHIEVEMENTS & CERTIFICATIONS

- Received "On the Spot" awards in TCS for automating manual process and for organizing fest events successfully.
- Received 5+ client appreciation mails for Ad-Hoc solutions issues in Operations.
- Received TCS "Star of The Month" award for being best team player.
- Co-operated relation coordination at Sri Balaji University
- Held the portfolio of college head girl of the session 2014-2016 and awarded the title "face of SSIPMT".

PERSONAL QUALITIES

- Highly energetic & delivery focused, with the ability to deliver quality results with a challenging but positive and influential style.
- Good interpersonal skills and ability to work effectively with others in and across the organization to accomplish team goals.
- Prioritizes and manages own workload and the workload of project team members in order to deliver quality results and meet timelines.
- Flexible and a good initiator with minimum guidance.
- I can rectify my mistakes immediately and try to not repeat in future.
- Willing to learn new things, team facilitator.

STRENGTHS:

- Strong leadership skills.
- Ability to work effectively in dynamic environment as well as a diverse group of people.
- Able to handle multiple tasks at a time and give positive response in all conditions.