**Tarannum Qureshi**

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DOB : 23rd Dec, 1988

Address: C 208, Rajesh Park View, Vakola, Santacruz, Mumbai -400055

**Summary**

Masters in HR with 6+ years of experience handling Generalist HR functions in FMCG companies. Seeking an opportunity with a professional organization to enhance skill set and contribute to the objectives and success of the organization.

**Professional Experience**

**Graviss Foods Pvt Ltd –Baskin Robbins:**

Graviss Foods is the master franchisee for Baskin Robbins for the SAARC region. They have recently ventured into retail sales following their success in the franchise model of business.

**Assistant Manager – HR** *May 2017 – March 2019*

**Senior Executive – HR** *July 2015 – April 2017*

**Achievements**

Awarded the ‘Best Debut Employee of the Year’

Efficiently recruited over 70+ employees within the specified TAT and budget for the newly formed Retail division

**Job Responsibilities**

Recruitment & Selection

* Responsible for hiring across PAN India. Develop and implement hiring strategies through healthy source mix, leveraging staffing firms, job portal, social media channels, referrals etc.
* Carry out offer negotiations and perform reference checks of potential candidates.
* Responsible for Induction of new hires, informing and educating the new employees at the earliest stage possible on company history, culture, policies, processes and systems.

HR Operations & People Management

* Handle all HR generalist activities like payroll input, leave management, benefits, HR portal, employee letters, exits etc.
* Ensure proper and timely redressal of employee grievances and resolution of any queries/complains.
* Coordinating with external consultant regarding ESIC and PF formalities.
* Provide accurate and timely MIS reports.
* Coordinating with external agency for staffing, payroll etc for 60+ off role employees.

Performance Management

* Developing and maintaining employee appraisal process- designing forms, explaining the process to the employees, co ordinating with HODs.
* Ensure that employee performance feedback forms are duly discussed, documented and filed.

Employee Engagement

* Develop and execute the activity calendar for employee engagement & wellness programs.
* Organized and hosted various events like Festival Celebrations, Monthly Birthday celebrations, Picnics, Quizzes/Games, Health talks & camps etc

**Liberty Oil Mills Ltd : HR Executive** *Nov 2014 – July 2015*

The company is one of the largest importers and processors of edible oils and fats in the country, with a nationwide network of company run sales depots.

**R.R. Oomerbhoy Pvt. Ltd (RRO): HR Executive** *Sept 2012 – July 2014*

RRO is in the business of manufacturing, marketing and distribution of quality food products. They have had a number of successful alliances with global food companies, chief among them are Unilever Italia, Unilever France & Barilla.

**Education**.

M.M.S (Human Resources) from AIAMS, Mumbai University, 2012. (Distinction)

B.M.S – from Lala Lajpatrai College of Commerce, Mumbai University, 2010 (Distinction)

H.S.C Science, from A Maharashtra Board, 2006 – 75% (Distinction)

S.S.C from Gloria Convent High School, Maharashtra Board, 2004 – 82% (Distinction)

**Summer Internship**

**Organization: Hindustan Petroleum Corporation Ltd (HPCL)**

**Project Title: Change Management at HPCL-** Undertook an extensive study, interviewed and &interacted with top & middle level managers to understand the motivators, process and the reasons for success of the Change Management Program at HPCL.

**Interests**

* Reading , DIYs, Volunteer work .

Date:

Place: Mumbai \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Tarannum Qureshi)**