**Jyoti Rashmi DubeyMobile No.----7016299673/8128738173**

**Email Id ------** [**jyotirashmi07@gmail.com**](mailto:jyotirashmi07@gmail.com)



**CAREER SNAPSHOT**

* Having **8 yrs** of Experience in **Automobile, Manufacturing, IT and Healthcare company**
* Sourced for Entry, Senior level and Middle level post
* Experienced in **Recruitment,Training & Development, Compensation Benefit, Performance Appraisal, Employee Engagement, Recruitment Audit, Manpower planning, Vendor Management,Payroll management,labour Las,Factory licence**
* Highly goal-oriented, results-driven and dedicated professional with the demonstrated ability to source and place the candidates in highly competitive markets
* Recruiting experience both at Agency and Corporate level, Third party
* Self-motivated, capable of handling multiple tasks simultaneously
* Work well as part of a team or independently
* Handled the full life cycle recruiting process for qualification of skilled candidates by sourcing using portals, Referrals, Networking, LinkedIn, Free Job Boards, Job Postings
* Qualitative result-oriented, team player and progressively responsible experience in Human Resources
* Programme planning, administration and invitation.
* Potential identification of training and develop plan
* Good Inter-personal skill, Convincing skills and Handling team
* Maintain high standards even when under pressure
* Capacity to apply problem-solving strategies and decision making.

**SKILL SET**

**TECHNICAL**

Operating System MS Windows XP / NT 4.0 / 2000 / ME, UNIX

Office MS Office (Excel, PowerPoint, Word)

**PROFESSIONAL EXPERIENCE**

**Since October 2015 to July 2016: Manage my talent, Gujarat, as BranchManager-HR**

**Accountabilities**

Handling branch of Gujarat and JSR

Handling a team of 12 people

Handling all HR aspects of both location

Handling all clients and clients agreement

Handling manpower planning, training & development, Payroll ,audit,employee engagement,and time management

MIS Report,taking care care of th all the training facilities

Working with other clients for HR setup and training facilities

Taking care of presentation and training of the team

**Since Jan 2014 to May 2015: Mediassist Healthcare Services, Bangalore, asAsst.Manager-HR**

**Accountabilities**

**Recruitment**

* Managing Employee referral and Vendor management.
* Involved in end to end contract staffing/ hiring recruitment lifecycle
* Employee verification/background check
* MIS Reports on Recruitment and also data management
* Coordination with the different department heads, Senior Management and clients
* Detailed analysis of the JD - to understand the requirement of the business.
* Ensuring SLA"s are met for providing the validate profiles.
* Handles team of 5 people.

**Training &Development**

* Employee benefits programmes
* Preparing of Training modules.
* Training effectiveness Evaluation
* Excellent research skills
* Work with little close supervision
* Strong organizational skills and teamwork
* Enthusiastic and presentable
* Able to create, compose and edit written materials
* Meet deadlines whilst maintaining high quality of work
* Handling audit of training and development
* Budgetary of Training&development

**Employee Engagement/welfare**

* Employee Engagement Practices
* New Employee Management
* Giving importance on Healthy working environment & Hygiene at work place.
* Celebrating birthday’s & Conducting sports meet, farewell, annual functions.
* Functions for Resigned & transferred Employees.
* Giving surprise gifts, Rewards & recognitions for the employees.
* Arranging canteen facility/first aid,of Esi arrangements
* Women safety and security

**Payments**

* Payments for vendors and the consultant
* Maintaining database of all vendors
* Payment relate issues handled
* Payments for external &internal venue and programme

**Audit**

* Handling recruitment and training&development audit
* Keeping all the record of recruitment documents
* Handled employee grievances and payroll

**Since Feb 2013 to January 2014: Erweis, Bangalore, as Senior HR Executive**

**Accountabilities**

**Recruitment**

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**Audit**

* Handling recruitment and training&development audit
* Keeping all the record of recruitment documents
* Handled employee grievances and payroll

**Since Feb 2012 to Dec 2012: Manipal Technologies Ltd, Bangalore, as Senior HR Executive**

**Accountabilities**

**Recruitment**

* Involved in end to end contract staffing/ hiring recruitment lifecycle.
* Releasing of offer letter
* Works with the HR Manager on any structural changes, working on cost challenges.
* Detailed report on hiring status.
* Profile searching through different portals & networking(i.e.Monster,Naukri,Times job.com,shine)
* Managing Employee referral and Vendor management.
* Employee verification/background check
* MIS Reports on Recruitment and also data management
* Recruitment for Non - IT and IT Clients in Multiple technologies.
* Coordination with the different department heads, Senior Management and clients
* Detailed analysis of the JD - to understand the requirement of the business.
* Ensuring SLA"s are met for providing the validate profiles.
* Candidate selection, offer negotiation and follow up with joining to ensure the candidate on boarding.

**Training &Development**

* Employee benefits programmes
* Preparing of Training modules.
* Training effectiveness Evaluation
* Weekly/monthly/MIS
* Induction and orientation
* Strong organizational skills and teamwork
* Enthusiastic and presentable
* Meet deadlines whilst maintaining high quality of work
* Handling audit of training and development
* Budgetary of Training&development

**Induction Handling**

* Responsible for HR Inductions
* Proper completion of joining formalities and their allocation etc.
* Scheduling and co-coordinating induction sessions of new employees

**Campus Recruitment**

* Handle end-to-end process of Campus
* Initial screening of students as per organizational eligibility criteria.
* Conduct Campus Recruitment, handle post-selection communication and & all

joining formalities for the campus recruits.

* Student Internships
* Organizing Industrial Visits & Dealing with the Campus Recruitment drives.
* Establishing contacts with academic institutes and promoting brand image of the Company
* Handling campus hiring and also attending Job fair

**Employee Engagement**

* Employee Engagement Practices
* New Employee Management
* Giving importance on Healthy working environment & Hygiene at work place.
* Celebrating birthday’s & Conducting sports meet, farewell

**New Initiative**

* Introducing employee referral programme
* Safety training

**Since Sept 2009to Jan 2012: Bosch, Bangalore, as HR Executive**

**Accountabilities**

**Recruitment**

* Involved in end to end contract staffing/ hiring recruitment lifecycle Scheduling for the interview.
* Preparing and Releasing of offer letter
* Conducting Telephonic Interview
* Preparing Compensation sheet
* Preparing detailed report on hiring status.
* Profile searching through portals & networking.
* Managing Employee referral and Vendor database.
* MIS Reports on Recruitment
* Recruitment for Non - IT Clients in Multiple technologies.
* Sourcing from portal(i.e.Monster,Naukri,Times job.com)
* Coordination with the different department heads.
* Coordination with Senior Management, Clients.
* Detailed analysis of the JD - to understand the requirement thoroughly.
* Ensuring SLA"s are met for providing the validate profiles.
* Scheduling the short listed profiles for interviews and ensuring the following up.
* Candidate selection, offer negotiation and follow up with joining to ensure the on boarding.
* Taking ownership of handling walk-in independently.
* Worked on Sap HR software

**Campus Recruitment**

* Handle end-to-end process of Campus
* Initial screening of students as per organizational eligibility criteria.
* Conduct Campus Recruitment, handle post-selection communication and & all

joining formalities for the campus recruits.

* Student Internships
* Organizing Industrial Visits & Dealing with the Campus Recruitment drives.
* Establishing contacts with academic institutes and promoting brand image of the Company

**Payments**

* Payments for external faculty
* Payments for external &internal venue
* External training programmes

**Training & Development**

* Programme planning, administration and invitation.
* Potential identification of training and develop training plan.
* Release of training calendar.
* Preparing of Training modules.
* Training effectiveness Evaluation
* Weekly/monthly/MIS
* Handling conducting the training programmes internal and external

**Induction Handling**

* Responsible for HR Inductions
* Proper completion of joining formalities and their allocation etc.
* Scheduling and co-coordinating induction sessions of new employees

**HRIS (Human Resource Information System)**

* Training programme attendance updation.
* Training Management System administration.
* Training Management System upgradation.
* Send training invitations for the programmes.
* Training logistics support Internal/External

**ACHIEVEMENTS**

* Got Best target achiever award at Bosch in 2011
* Best vendor relation performance award in 2012

**Extra-Curricular Activities**

* Conducted Health check up camp at Medi assist healthcare services in 2015.
* Conducted vaccination camp for Flue at Medi assist healthcare services in 2014
* Celebrated Christmas function at Medi assist healthcare services in 2014
* Participated in Blood donate camp at Manipal Group in 2012
* Participated in Dance competition at Manipal Group and won 2nd prize at city level in 2012
* Won 3rd prize in Quiz competition at Bosch Ltd in 2010
* Managed programme of Bosch group family day in 2011

**SCHOLASTICS**

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| --- | --- | --- | --- | --- |
| **COURSES** | **BOARD/UNIVERSITY** | **PERCENTAGE** | **SPECIALISATION** | **YEARS** |
| M.B.A | Bangalore university Bangalore | 73 % | HR | 2008-2010 |
| B.B.A | Nagpur University, Nagpur | 75 % | HR | 2005-2008 |
| HSC | I.C.S.E. Board | 60 % | Commerce | 2003-2005 |
| SSC | I.C.S.E. Board | 70 % | Commerce | 2003 |

**PERSONAL DOSSIER**

* DOB ---------------------06/05/1986
* Sex ---------------------Female
* Languages ------------ English, Hindi,Kannanda,Telgu(Beginner)Bengali, Marathi

**Declaration**

“I declare that the information mentioned above is true the best of my knowledge.”

Place : Jyoti Rashmi Dubey