

Roshni Pinto

Talent Acquisition | People Excellence

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Profile

Dedicated professional with seven years of experience in talent acquisition, employee engagement and client management. A hardworking employee who is able to work on own initiative or as part of a team. Quick to grasp new ideas and concepts even under significant pressure, possesses a strong ability to perform effectively.

Key Skills

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| Talent Acquisition (IT/Non-IT Roles) | Excellent Interpersonal skills |
| Account Management / Client Management | Employee Lifecycle Management |
| Employee Engagement | Training and Development |

Professional Experience

On2Cook India Pvt Ltd, Ahmedabad

Lead – People Excellence & EA to Founder, 1st May 2023 - Current

Key Responsibilities Included:

- Managing the recruitment and selection process: Headhunting, Pre-Screening, Interview Scheduling, Selection, Induction, Onboarding and Exit
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Maintaining the work structure by updating job requirements and job descriptions for all positions
- Develop and monitor overall HR policies, systems, and processes across the organization
- Assess training needs to apply and monitor training programs
- Planning & Execution of Employee Engagement Activities - Events – Birthdays, Annual celebrations, Festivals etc.
- Facilitating seamless business operations by providing assistance to the founder
- Assisting the founder in strategizing, executing, and overseeing important business initiatives and projects
- Scheduling and organizing daily and weekly meetings with relevant departments to discuss project updates
- Regularly communicating project progress to the founder and promptly highlighting any potential issues or concerns
- Undertaking ad hoc tasks and responsibilities as needed

AssureCare HealthTech LLP, Ahmedabad

Sr. HR Executive, 7th March 2022 – 21st April 2023

Key Responsibilities Included:

- Responsible for end to end Talent Acquisition process and escalate to managers if there are any deviations in process
- Conduct periodic analysis of the recruitment sources and recommend the changes to manager
- Coach the team of recruiters to source the quality profiles and close the open positions
- Take a lead in offer process and close the position as per requirement
- Responsible for end to end on boarding process, orientation, induction and exit process
- Assist in collecting periodic feedback from new joiners and discuss the findings with managers
- Responsible to create/update/maintain all administrative records such as employment letters, statutory compliance forms, employee master, etc. as per the process
- Responsible for executing employee engagement initiatives on timely basis
- Develop employee handbook and policies under the guidance of manager
- Proactive talent mapping to understand the construct of external talent on role mix, compensation levels, etc
- Execute different training programs in the organization through end to end training coordination
- Lead and execute ideas for company branding on social media
- Participate in quality audits as per ISO guidelines

ZURU Tech India Pvt. Ltd, Ahmedabad**Talent Acquisition Specialist, 4th June 2018 till 4th March 2022**

Key Responsibilities Included:

- Responsible for talent acquisition and people management
- Responsible for employee life cycle management right from onboarding to exit formalities of an employee
- Responsible for all IT and Non-IT hirings and training procedures for new employees
- Defining plans, policies and procedures to gather operational efficiency and employee development
- Organizing, maintaining and updating employee HRIS information as needed
- Managing campus hiring at various reputed engineering institutes
- Grievance handling of the employees to maintain healthy work environment and enabling employee satisfaction thus maintaining a good work culture among the employees
- Developing new recruitment policies as per staffing projections
- Executing leadership/management connect among all the employees
- Launching new programs like R&R, employee engagement and CSR activities
- Conduct training programs for new and existing employees on timely basis

Ace Recruitment & Placement Consultants Pvt. Ltd, Ahmedabad**Sr. Recruiter, 30th January 2017 till 31st May 2018**

Key Responsibilities Included:

- Handling entire domestic recruitment process for technical and IT roles
- Connecting with clients on daily basis for recruitment updates
- Utilizing various recruitment channels to match the right person to the client's vacancy
- Briefing the candidate about the responsibilities, salary and benefits of the job in question
- Negotiating pay and salary rates and finalizing arrangements between client and candidates
- Co-ordinate with candidates and department head up to the process of final selection, joining and feedback post joining the organization

IMS People, Ahmedabad**Recruitment Consultant, 10th March 2015 to 2nd September 2016**

Key Responsibilities Included:

- Responsible for off-shore technical recruitment in the UK/EU regions
- Cold calling, initial screening, passing on relevant applicants to the hiring managers
- Coordinating between the hiring managers and candidates for interviews, assessments, offers and feedback
- Taking timely follow ups from hiring managers and candidates
- Liaise with hiring managers to discuss their recruitment needs and how best to fulfill them
- Delivering on middle, senior & niche requirements for our end customers across the UK/Europe

Qualification

- MBA (HR) from Narayana Business School, Ahmedabad - 2015

Accomplishments

- Responsible for expansion of ZURU Customer Operations team from scratch to 25 members in a span of 9 months
 - Introduced a Careers page for iPatientCare as a part of employer branding strategy
 - Received “Star of the month” award for June and August 2017 Consecutive performer for Q2 in the year 2017
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References Available Upon Request