**MUKUND MOHAN**

**Phone: (M)** +91 8374767342

M.E.S Colony, West venkatapuram, alwal, Secunderabad

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***To provide value added, professional expertise in Human Resource function contributing to the profitability of the organization through best HR practices***

**Career Profile**

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| --- | --- |
| ***Recruitment & Selecting******Interview Process*** ***Grievance Handling******Executive Leadership******Team Management******Training & Mentoring******IT Recruitment******(Technical Recruitment)******NON IT Recruitment*** | Dynamic and result-oriented professional offering 4**.10years** of experience in**, Recruitment, Technical Recruitment, Team handling, Vendor management;** previously worked with **Bhilwara info technology ltd, Bangalore as** **Sr. Recruitment Executive.*** Deep understanding of HR domain with focus on delivering business solutions
* Domain expertise in Manpower Planning with honed skills in managing the complete Recruitment life-cycle for sourcing the best talent from diverse sources
* Proficient in best HR systems & practices, passionate about employee engagement and possessing a naturally developmental approach to HR
* Architect for proactive employee-oriented HR policies and initiatives
* Possesses a clear understanding of the industry HR trends with the distinction of instituting quality practices to achieve business excellence
* A prolific team leader with excellent communication, analytical and coordination skills; ability to use sound decision-making skills and effectively perform in a self-directed work environment under
* Effectively knowing a understanding of the markets latest technologies and giving the best when it comes to the needs and wants
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**Credentials**

**MBA (Marketing & HRM)** from Indiana University of Pennsylvania in 2019 with 4.1

**BBA (Marketing)** from Osmania University in 2017 with 75%

**Professional Contour**

**Bhilwara infotechnology ltd (March’2020-June’2020)**

**Sr. Recruitment Executive**

**MEDILAND TRANSTECH (Oct’18 – Dec’19)**

**Senior HR Executive**

**QUAD INFOTECH, Hyderabad (Aug’17 – Sept’18)**

**Senior HR Recruiter**

**MEDILAND TRANSTECH, Hyderabad (Jul’14 – Jul’17)**

**HR Executive**

**Summary of Skills**

* Perform orientation for all new employees and recommend improvement processes for all human resource activities
* Monitor all employee issues and provide resolution for same and prepare strategies for all staff requirements and develop talent and administer all new employee enrollments and prepare change reports for all employees
* Supervise efficient working of staff and provide required human resources support to all activities
* Identify appropriate programs for staff to achieve all company objectives
* Manage all development issues and provide support to all enterprises and manage all communication between employees and management
* Administer all HR activities and maintain professional relationships with managers, supervisors and team members to ensure resolution of all HR issues and evaluate all annual performance of staff
* Provide appropriate training for all employees and design various human resource plans and procedures

**Handled Clients**

* Mindtree, Goldman Sach, Herbal Life, Tech Mahindra, Deloit etc.

**Internship**

* 2 Months Internship with SIMPL, Bangalore
* 3 Months Internship with Kesoram Cement Factory, Hyderabad

**Personal Dossier**

Date of Birth: 01st March, 1996

Linguistic Proficiency: English, Hindi, Telugu, Malayalam & Tamil

Passport Details: Number: S3334287, Valid Till: 24/07/2028

PAN: ESDPM7446F

Location Preference: Hyderabad,Bangalore