

Orsala Asfiya Sumen

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Very keen to expand my professional horizons by seeking and meeting new challenges in the HR world. With a strong background in providing efficient HR services in order to contribute to the successful delivery of the company's business objectives. I have been Managing Day to Day Human Resource Activities in timely and Proficient Manner.

Skills

- End to End Recruitment.
- Proficient Communicator
- Employee Management System
- On Boarding & Document Verification Activities
- Relieving Formalities
- Overseas Hiring(IT & NON-IT)
- Boolean Search & LinkedIn Recruiter
- Training & Development

Work History

2019-Nov - Current HR Executive

Elite Elevators-Business Partners of ThyssenKrupp's, Chennai, Tamil Nadu

Talent Acquisition: Managing recruitment life cycle; Human Asset Planning and understanding the requirements of multiple Functions in coordination with Leads & Head, Planning, monitoring and executing Recruitment & Selection process to ensure timely & continued availability of quality manpower

Pre-Recruitment: Negotiating Compensation Benefits with the selected candidate ensuring no deviation with company norms; Responsible for preparing the Offer and Appointment Letters for New Joiners

Post Recruitment: Doing Background verification; Maintenance of Employee personal files, maintaining employee database

Training & Development: Identification of training needs & nominating candidates for training, Coordinating with internal trainers with regards to training schedules, Evaluation of the employees post training program, Taking care of on boarding activities

Employee Relations: Develop, implement and manage Recognition plans; Looking after employee relations; Handling employee grievances

HR Policies: Developing HR plans & Policies as per the business requirement, providing support to front line managers on HR policy and process queries

2018-Oct - 2019-Oct **Technical Recruiter-US**
Adwait Algorithm LLP Nellore, Andhra Pradesh

Full Life-Cycle Recruiting experience generating understanding the opening, sourcing the right candidate, technical

Pre-screening, negotiations, closing the deal and maintaining the relationship with client and consultants.

Strong technical recruiting and staffing expertise with a through management and business background provides for building solid business partner relationships

Exposure to various Verticals like IT Consulting, Financial, Banking, Healthcare, Manufacturing, Engineering services, Marketing, Industrial Automation

Good Experience in Rate Negotiation on Corp to Corp, W2 and 1099.

Education

2014 – 2018 **Bachelor of Technology**
Balaji Institute of Engineering & Management Studies

Certification

- Preparing to Manager Human Resources-University of Minnesota
- HR Professional Guide to Cyber security-Udemy
- Learning LinkedIn Recruiter-Linkedin