

Nupur Chauhan

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PROFILE SUMMARY

Proven work experience as a Technical Recruiter in IT and Fin-Tech industry. Technical expertise with an ability to understand and explain job requirements for IT roles, with desire to learn more and develop head hunting recruiter skills also experienced HR Generalist with strong negotiation, problem resolution and planning skills. Good at Handling Employee Engagement, Team Management Interviewing, Database Management. Strong ability to manage complex tasks. Demonstrated track record in identifying business solutions in talent identification, assessment, development and retention. A keen learner with a flair for adopting emerging online & offline trends and addressing industry requirements to achieve organizational goals and strong general management skills in strategic planning and implementing organizational vision.

AREA OF EXPERTISE

Talent Acquisition	Team Player	HR Policy Execution
Employee Relations/Welfare	General Administration	Team Management
Employee Engagement	Database Management & MIS	Induction & Training Development

WORK EXPERIENCE

Bacancy Technology Private Limited, Ahmedabad

[Apr' 2021-'till present]

Senior Talent Acquisition Specialist

- Handled full life cycle of IT recruitment process (Sourcing, Screening, Interviewing) and utilize best sourcing techniques to develop and shortlist candidate pool. Handled multiple requirements simultaneously.
- Efficiently manage the recruitment process and actively involved in each phase of it. Interaction with the candidates and briefing them about the requirement. Screening profiles based on job specifications as per client's requirements. Comfortable with niche hiring & critical search assignments.
- Providing Qualitative Candidates to clients within the stipulated time frame. Lining up short listed candidate for interview. Coordinate with the short-listed candidates and hiring team. Taking feedback from hiring team and candidates after interview. Post interview coordination with candidates & team.
- Taken 100+ Interviews of fresher & experienced candidates including IT, Non-IT Professionals. Handled campus drives, job portals for Recruitment.
- Maintained and evaluated recruitment record to analyze for present and future requirements Handled quarterly and daily walk-in drives to close vacant positions in timely manner.
- Act as a point of contact and build influential candidate relationships during the selection process. Coordinate with hiring managers and understand the requirement post which create the recruitment strategy and interviewing plan
- Provide active support in the selection of Recruitment agencies, which meet the corporate standard. Ensure Corporate Branding in recruitment webs and advertisements.
- Part of the Employee engagement team and prepare SOP for recruitment and working on the reports on weekly, monthly and quarterly bases.

Working as Freelancer**[Dec' 2020-'till April 2021]**

- Experienced in the complete life cycle of recruitment from Sourcing to On-boarding.
- Focusing on sourcing quality resumes through head hunting, job portals and networking sites.
- Coordination with the candidates till on-boarding. Having strong negotiation and convincing skills.

Azine Technologies Private Limited, Ahmedabad**[Sept' 2020-Nov' 2020]****Senior HR-Executive and Admin**

Handling Administration & Operations Management. Payroll, Attendance and Leave Management. Solving queries of the employees related to salary, leaves, attendance and transfer etc., providing the professional approach for solution. Maintaining Employee Records and HR MIS Management. Keeps employee records up-to-date by processing employee status changes in a timely manner. Handled full life cycle of full time IT recruitment process.

Automated Trading SoftTech Private Limited, Ahmedabad**[Mar' 2018-Feb' 2020]****Senior HR-Executive and Admin**

- Identifying requirements and managing recruitment activities for sourcing best talent from diverse sources like job portals, professional sites, networking, head hunting, employee references and data bank.
- Ensuring effective execution of the selection process, post joining activities, employee files & Induction for new joiners in the office.
- Working with line managers and employees to address all types of employee relations & employee grievances.
- Recommending employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Providing timely and precise reporting on major KPIs and implementing the performance management processes.
- Driving succession discussions with managers and Sr. leaders throughout the year and recommends and influences potential promotions.
- Facilitating and implementing L&D programs (career development, assessment centers and career path implementation) required by local or regional area.
- Analyzing data for attrition and retention management thereby providing inputs.
- Joining & Induction of new joiners and Conducting Exit Interviews.
- Handling all the queries of the employees related to salary, leaves, attendance and transfer etc., providing the professional approach for solution. Handling Statutory Compliance (PF & ESIC).
- Designed HR Policies and executed also explained various policies, strategies and benefits to employees. PIP initiation, discussion and execution.
- Handling Administration & Operations Management. Payroll, Attendance and Leave Management.
- Maintaining Employee Records and HR MIS(Application Tracking System) Management. Keeps employee records up-to-date by processing employee status changes in a timely manner.

Lendingkart Group, Ahmedabad**[Sep' 2016-Feb'2018]****HR-Assistant****Recruitment:**

- Preparing Job Description for the vacancies Resourcing, screening and short listing resumes through various job portals or else internal reference. Short listing the resumes based on desired skills and experience and Conducting Campus drives
- Scheduling the interviews with interview panelists, conducting written & online tests
- Maintaining recruitment tracker and Tracking referrals

- Final round negotiations & sending Letter of Intent to the hired candidates
- Joining formalities & documentation of new employees
- Appointment Letter drafting, signed from authorized signatory and handing over to employee
- Asset allocation & IT related processes, Welcome Kit Handover
- Coordination with respective departments for giving Induction to the new Joiners
- Collecting, Verifying & maintaining soft & hard copies of all documentation proofs (previous employment records, KYC etc) and tracking the record of all employees details daily bases
- Drafting and issuing letters (Increment, Bonafide certificates, etc.)

Statutory Compliances:

- Coordinating with consultants and employees for all PF, ESIC related issues
- Collecting & verifying documentation from employees
- PF portal processes & updation and Details collection, verification & updation
- Online & paper-based PF withdrawal, transfer, KYC queries resolution

Employee Life Cycle:

- Handling & Solving employee grievances and managing day to day issues of employees
- Conducting Exit formalities of employees on notice period
- Assisting in payroll activities providing relevant data
- Organizing Employee Engagement Programs (festival, birthday celebrations, Sports etc)

Administrative:

- Coordination with branch office for any requirements
- Coordinating for off role employee payroll management.
- Handling Group medical insurance of employees.
- Handling Bio Matrix system of PAN Indian (Bangalore, Mumbai, Gurgaon, Ahmedabad)

INTERNSHIP

Future Group, Future Lifestyle Fashion Ltd (Central Mall, Ahmedabad) [May-Jun 2015]

A Summer Internship Project on Employee job satisfaction to study the Importance of Employee Satisfaction for the Organization and Employees. Done research work on topic of employee's perspective towards their EMPLOYEE JOB SATISFACTION and to identify the factors which influence the job satisfaction.

ACADEMIC QUALIFICATIONS

Degree	Institute	Board/University	From/To	CGPA/%
MBA	L.J. Institute of Management	Gujarat Technological University	2014-2016	8.08
BBA	Shree K. KA Shashtri Government	Gujarat University	2011-2014	6.66
XII	Cadila High School	GSHSEB	2011	6.72
X	Smt.H.A. Pandya Englishschool	GSHSEB	2009	6.32

PERSONAL DETAILS

- o Date of Birth:30 October 1992
- o Languages known: English, Hindi, Gujarati
- o Marital Status: Single

DECLARATION: I hereby declare that the above-mentioned details are true to the best of my knowledge.
Nupur Chauhan