

Roshni Pinto

Talent Acquisition | People Excellence

Ahmedabad, Gujarat

roshnipinto22@gmail.com

Contact No: +91-91738 29694

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

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