

**DHARA SHAH**

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#### COMPUTER PROFECIENCY

- Learning Management System\_Oracle
- CEIPAL- Application Tracker System\_Oracle
- Employee Management System\_Oracle

#### SOCIAL MEDIA PRESENCE

- **linkedin.com** 2000 + Followers, 10 Job Groups, Following several HR & Recruiter Job Pages.
- **sourcingadda.com** Member - Forum of PAN India Recruiters.
- **CiteHR.com** Member- Forum of PAN India HR/Recruiters.
- **twitter.com** Aware of well-liked job # Hash Tags, Following Recruitment, Freelancers & Job pages.
- **WhatsApp** Active member in few Job Groups.
- **Facebook** Following some Job Pages, HR/ Recruitment Job Groups.

#### PROFESSIONAL EXPERIENCE

##### **Randstad India**

**February 2022- Till Date**

**Designation: Lead Recruitment**

**Randstad India is a division of Dutch-based Randstad Holding NV, a Dutch multinational human resource consulting firm headquartered in Diemen, the Netherlands.**

##### **MY KEY DELIVERABLES**

- Recruit, manage and lead a dynamic team that responds and fulfills Clients' hiring needs.
- Build talent pipeline through alternate sources / innovate methods.
- Build a strong, dynamic and a competent recruitment team by foreseeing demand pipelines.
- Coordinate with the Business Development colleagues to have a thorough understanding of the job profiles given by the client.
- Do the search and recruitment of senior positions
- Visit the client when needed for a face-to-face understanding of the requirement
- Maintain up-to-date Data Bank of candidates for various job profiles
- Take responsibility for uploading latest client openings on our company's portal
- Use various resources for recruitment
- Familiar with professional social networking sites and various Auto HR groups

##### **Secure Meters Ltd**

**September 2017 to February 2022**

**Designation: HR Executive 1 (Ass. Manager)**

**Secure Meters is an Indian multinational and a privately owned business with operations in India, UK, Australia, Sweden, and the Middle East**

##### **KEY DELIVERABLES**

###### **A. Talent Acquisition:**

- Hiring strategy : Manpower planning and budgeting
- Manpower matrix
- Planning for job rotation and role enhancement
- End to end recruitment for all internal department & joining formalities
- Campus management for GETs and Management Trainees
- Market Analysis for quality hiring

###### **B. Training and Development:**

- Training Need Analysis on Yearly and Monthly Basis and define them in to Annual and subsequent training need.
- Review individual and organizational development needs & Finalize Training Need with help of HODs and Plant Head.
- Prepare and implement learning strategies and programs
- Deploy different kinds of learning methods companywide, such as coaching, job-shadowing, online training and so on
- Organize e-learning courses, workshops and other trainings

- Monitor the success of development plans and help employees make the most of learning opportunities
- Collaborate with managers to develop their team members through career pathing
- Oversee budgets and negotiate contracts
- Organize hiring and training activities
- Supervise L&D Specialists

**C. Performance Management System:**

- Salary benchmarking for all functions
- Use the performance management process as a valuable tool for supporting employee development and improvement.
- Co ordinate and assist to define quarterly SMART objectives
- Communicate and revisit PMS cycle.
- Ensure each employee has a well-defined job description, role profile and learning schedule at the time of joining.
- Ensure the completion of quarterly and annually appraisal

**D. Employee Engagement:**

- Assist in devising work related Employee Engagement Activities including employee communication and employee recognition.
- A new engagement plan
- Essential onboard platforms

**E. Operations:**

- Active involvement in Internal and External Audit
- Contractual manpower management
- NEEM process for trainees
- Attendance management for on roll and off role

**Committees:**

**Works committee**

**ICC committee**

**Cultural committee**

**Transportation committee**

**Maxxis Rubber India Pvt Ltd**

**May 2016 to Sep 2017**

**Designation: Sr. HR Executive**

As the world's 9th largest and most trusted tyre brand, Maxxis delivers cutting edge tyre products, across categories to over 180 countries

**KEY DELIVERABLES**

**Recruitment & Selection / Talent Acquisition:**

- Managing entire recruitment and selection process involving interview scheduling, salary negotiation, offers, and final closure of positions.
- Sourcing profiles from portals, database, employee referrals, etc.
- Joining formalities for single or bulk joiners.
- SPOC for Campus Interviews.

**Induction / Orientation**

- Induction of the new recruits about the Company Profile, History, philosophy, objectives and products of the company, Organizational structure, Shift & time, attendance, uniform, disciplinary and conduct rules, leave provisions, etc.

**Personnel & Time Office:**

- Enrolment of newly joined employee in Attendance Mgt. System
- Maintaining Attendance & Leave record of all employees.
- Maintaining Personal files of all employees & Documentation
- Maintaining and preparing monthly MIS & HR reports
- Coordination with Bank for opening salary accounts of employees & resolve salary related issues

**Legal / Statutory Compliances:**

- Handling all operational matters including monthly Provident Fund.

#### **Discipline Management:**

- Handling Disciplinary action cases.
- Involved in day to day discipline issues like monitoring attendance, leave, negligence of work etc.

#### **MIS:**

- Preparing MIS reports that includes: Daily Manpower Report, Month wise Joining Data and Vacancy Status

#### **Randstad India**

**April 2013- April 2016**

##### **Designation: Consultant**

Randstad India is a division of Dutch-based Randstad Holding NV, a Dutch multinational human resource consulting firm headquartered in Diemen, the Netherlands.

#### **KEY DELIVERABLES**

##### **Recruitment & Client Relationship Development**

- Handling End to end recruitment cycle
- Client Management
- Candidate Management
- Salary negotiation with the candidate & Client

#### **Kairos Consultancy**

**Aug 2012- March 2013**

##### **Designation: HR Executive**

Recruitment Consulting Organization

#### **KEY DELIVERABLES**

##### **Account Management**

- Initiating & developing relationships with key decision makers in target organizations for business development.
- Identifying prospective clients from various sectors, generating business from the existing, thereby achieve business targets.
- Maintaining excellent relationships with existing accounts through regular visits, calls and mail communications.

##### **Recruitment**

- Gained exposure in areas of Pharmaceutical, Engineering and Banking & Financial Services industries - negotiations with the candidates and client relationship.
- Expertise in high value hiring and candidate nurturance at senior levels.
- Responsible for Recruiting of manpower for Middle Management to Top level management.
- Responsible for the full recruitment cycle from pre screening candidates through to contract offer negotiation stage and placement.
- Dealt with salary negotiations and confirming the date of joining of the candidate and finally placing the candidate
- Close follow up with the clients & candidates to ensure smooth on boarding
- Monitoring a team of recruiters in achieving their goals and objectives in order to drive business and achieve targets.

## KEY DELIVERABLES

### Recruitment

- Handling End to end recruitment cycle
- Interacting with the clients
- Salary negotiation with the candidate & Client
- IT& Non- IT recruitment

### ACADEMIA

Degree/University	Institution	Year
MBA in HR	Gujarat Technological University	2011
BCom	Gujarat University	2009

### PERSONAL DOSSIER

Date of Birth : 22nd December, 1987  
Vernaculars Known : English, Hindi, Gujarati