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# Education Qualification

M.Sc. Mobile Application Year 2016

Gujrat University (SOS)

B.com

National College of Commerce Year 2014

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| **Pooja Acharya**HR Professional |  | B4, ShitalKunj Society, Off C.G Road, Navrangpura, Ahemedabad - 380009 |

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| **Work Experience** **Manek Tech**Senior HR ExecutiveAugust 2021 – January 2022**Creole Studios** HR Executive  August 2019 – January 2021**N Code Technologies**HR ExecutiveNovember 2018 – August 2019 |  **Technical Skills**1. HRIS
2. HRMS
3. ATS
4. ZOHO
5. MS Office
6. HR Matrix
7. Open ERP

 **Language Skills** 1.English  2.Hindi  |

**E- Procurement Technologies**

HR Recruiter

June 2017 – October 2018

**Major Responsibilities**

* Partnering with hiring managers to determine staffing needs
* Design and update job descriptions
* Source potential candidates from various online channels (e.g. social media , Job Portals , Agency and professional platforms like StackOverflow and LinkedIn)
* Craft recruiting emails to attract passive candidates
* Organizing and manage Campus Recruitment.
* Interview candidates (via phone, video and in-person)
* Prepare and distribute assignments and numerical, language and logical reasoning tests
* Provide shortlists of qualified candidates to hiring managers
* Monitor [key HR metrics](https://resources.workable.com/tutorial/faq-recruitment-metrics), including [time-to-fill](https://resources.workable.com/blog/recruiting-kpis), [time-to-hire](https://resources.workable.com/blog/time-to-hire-metrics) and [source of hire](https://resources.workable.com/tutorial/source-of-hire)
* Participate in job fairs and host in-house recruitment events
* Collaborate with managers to identify future hiring needs
* Handle and maintain the Employee Relation and Grievance & Employee Engagement Activities.
* Maintain employee data and kept updated accounts of all employment records.
* Administered payroll information, compensation materials, and benefits programs.
* Handle the Induction, Orientation and Training program of new Joiners.
* administer employee discipline processes.
* maintain knowledge of legal requirements and government reporting regulations affecting HR functions
* conduct exit interviews.