

Rachana Valecha

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Summary

Pursuing MBA in HR from Narsee Monjee Institute of Management Studies.

3.9+ years of HR experience in IT, NON-IT.

Responsibilities handled- end to end recruitment, hiring, onboarding, complete employee life cycle, Draft Offer letter, Verified all Document.

Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities & education in management while contributing to the development of the organization.

Experience



Human Resources Executive

ManekTech

Apr 2022 - Present (1 year)

Roles & Responsibilities

- Responsible for End-to-End Recruitment IT Software Company.
- *Hiring for Mobile & web Developer, PHP-Laravel, ui/ux Designer, SEO, Content Writer, BDE/BDM, Network engineer, Unity Developer, unity game designer, Unity Animator, Project Manager, Vice president, QA Automation, Data Analyst, Business Analyst HRE, HR+Admin.
- * Handling the whole Recruitment Life Cycle- Sourcing; Short-listing Profiles, Candidate Tracking, Follow-ups till closing.
- *Working on lateral hires mostly 3-12 Years of experience range.
- *Possess great convincing and negotiation skills.
- * Prescreening of potential consultants in phone in terms of their qualification, work experience, reference checks and remuneration, attitude, communication skills etc. before forwarding it to the team.
- *Scheduling the candidates as per the Requirement i.e., Telephonic interview or Personal interviews at the initial stage. Follow up with candidates for the interview scheduled. Follow up with the candidate post interviews and updating them about his status.
- *Keeping continuous follow-up with the selected candidates till the date of joining.
- *Sourcing, Linked In, Networking, Job Portals (Naukri, Monster, Times jobs, Indeed, Shine.com), References, Mass Mailing, Head Hunting etc.
- * Manage and maintain a recruitment database.
- * Handled the entire recruiting cycle such as sourcing, screening, contacting, confirming, interviewing,
- *Managing day to day work and planning for each and every position to close.



Human Resources Recruiter

Skilled birds consultancy

Sep 2021 - Mar 2022 (7 months)

Sourcing Candidates through different Job Portals

Thoroughly Screening and Validating the profile According to client requirements.

Working for IT & NON IT Company.



Human Resources Administrator

Shree Balaji Group

Mar 2012 - Apr 2014 (2 years 2 months)

Education



SVKM's Narsee Monjee Institute of Management Studies (NMIMS)

Master of Business Administration - MBA, Human Resources Management and Services

Aug 2022 - Aug 2024



RC commerce college

Bachelor's of commerce

Skills

Mass Mailing • Working Experience • Job Postings • Communication • Labor and Employment Law • Problem Solving • Microsoft Office • Technical Recruiting • Human Resources (HR) • Administrative Assistance