Priyanka Chaubey

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**Career Objective:**

To achieve a responsible and challenging position in an organization is what inspire for and to get an opportunity to bring out of the best of my creativity, talent and my knowledge.

# KEY SKILL HIGHLIGHTS

* Human resource MIS and Dashboards
* HR Operations
* Employee Engagement
* End to end Employee life cycle operations
* End to End Talent acquisition
* End to End Performance Management program

# PROFILE SUMMARY

# Talent Management and Employee Engagement

* + Design and execute various team building/motivation activities- Fusion Fun events to create fun loving environment

# Performance Management

* + Participate with business leaders and managers to develop career path, Appraisal ratings, Promotion for employees etc.

# Talent Acquisition and Recruitment

* + Following talent mobility and demand in Industry.
  + Recognizing present and projected talent need, participating recruitment meetings with business managers and deciding upon the current and future hiring strategies
  + Supervising and conducting the recruitment process in general, handling initial evaluations, profile fitment, interview coordination and offers.

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# HR Operations

* + Responsible for entire HR operations on day to day basis, HR Dashboard,
  + Execution for HR policies and systems and ensuring its adherence.
  + Responsible for Employees Productivity, Performance Management, Performance Analysis, Retention, Absenteeism, Business Evaluation

# PROFESSIONAL EXEPRENCE

**Organization Forret India Pvt Ltd. – Ahmedabad**

Role: Tenure

HR – Manager (Lead Consultant) from 2018 to till date

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Team Manager from 2017 to 2018

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Sr. Resource Specialist from 2016 to 2017

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Resource specialist from Aug’14 to 2016

# Responsibility:

* + - Maintenance of data bases related to on-boarding process.
    - Providing report and regular status updates to the Manager.
    - Maintain Candidate MIS (Candidate details, tracking sheet, etc.)
    - Maintaining employee files and the HR filing system.
    - Assisting with the day-to-day efficient operation of the HR office.
    - Managing Recruitment drives within Gujarat and outside Gujarat. End-to-End recruitment across all the verticals based upon the jobs created in the organization.
    - Short listing appropriate profiles and interviewing the interested candidates.
    - Applied sourcing methods to find the right candidates by leveraging different tools like internal database, job portals (Naukri, Monster, Times jobs), networking sites like LinkedIn and internal referrals.
    - Head Hunting and Company Mapping
    - Continuously build the database by running Referrals scheme and by Networking
    - Screening the profiles suitable for the Client's requirement based on the salary offered and experiences in the industry, skills and assignments to be handled.
    - Short-listing resumes based on the requirements.
    - Gathering information about candidates (Work experience, present and expected compensation, location/relocation information, work authorization status, Notice Period, availability for the interview, and motivation factors, etc).
    - Maintain Excel Report for bulk recruitment

**Academic Background:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Passing Year** | **Qualification** | **Percentage** | **Institute/University/Boar d** | **Specialization/Major Subjects** |
| 2012-14 | M.B.A | Sem 1 SPI-7.1  Sem 2 SPI-7.29  Sem 3 SPI- 7.3  SEM 4 SPI- 8.3 | Gujarat Technological University(GTU) | Human Resource Management |
| 2010 | B.B.A | 66% | Gujarat University | --- |
| 2009 | HSC | 71% | G.H.S.E.B | Commerce |
| 2007 | SSC | 66% | G.S.E.B | --- |

**Academic Projects / Assignments Undertaken:**

**Compressive**

**project:**

Stress Management

(Employees working in organization.)

**GCSR**

**(Global Country Study Report )**

**A Research Study On Philippines Country**

**Company Name Universal Hunt pvt ltd**

A Project report on “Recruitment and Selection”

**Project Name**

**Summer Internship Project:**

|  |  |
| --- | --- |
| **Research Study:** | |
| **Research Project:** | 1. Consumer Behavior   (Negative Advertisement convert into positive way)   1. How product become brand |

**Strengths:**

* + Ability to learn and develop new skills.
  + Accepting Challenges.
  + Co-operative nature.
  + Learning Skill

**Extra-Curricular Activities and Achievements:**

* + I got First Prize in “Elocution Competition “at District Level in 2013
  + I have participated in State Level Competition in “Elocution Competition”.
  + I got Second Prize in “Business Standard Quiz “
  + I got Third Prize in “Elocution Competition” at District Level in 2012.
  + I got second Prize in “Speech competition”.

**Personal Profile:**

**Father Name: Ramesh Chaubey**

**Mother Name: Manorama Chaubey**

**Gender: Female**

**Hobbies: Learning Skill Language Known: English, Hindi, Gujarati**