**Profile Summary**

## A result oriented professional with varied experience in multiple sectors.

**Core Competencie**

* Manage and own end-to-end placement lifecycle from sourcing, onboarding to retirement and exit.
* Recruiting candidates across various Business units like Finance, Research and Development, Medical Writing, Scientific Writing etc.
* Taking Face to face Interviews.
* Open and receptive to all kinds of feedback and work on them to improve and achieve maximum customer satisfaction
* Work closely with cross functional business functions to identify their current and future sourcing needs and provide proactive solutions based on identified business challenges
* Track all business sourcing needs and provide timely updates to all business stakeholders in terms of required reports and information – either Ad hoc or during the business meetings
* Work with internal and external staffing teams to source the right candidate profile based on business requirements and ensure closure of hiring for the said position
* Ensure all the candidates have required pre-joining information and enhance the candidate experience, thereby helping to maintain and enhance the company brand image
* Background checks and resolution of any discrepancies if any by co-ordinating with the vendor
* Assisting candidates in filling up statutory forms on their Date of Joining with the Organization
* Marinating and processing the data in terms of retirement and benefits.
* Proactively helping associates throughout the hire to retire lifecycle.

**Work Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Role** | **From** | **To** |
| Novartis Healthcare Pvt. Ltd | Retirals&Benefits-Admin | Oct ,2017 | Till Date |
| Deloitte Consulting Pvt Ltd,. | Recruiter-HR Associate | Jun,2017 | Oct,2017 |
| Novartis Healthcare Pvt. Ltd | Recruitment Executive | Jan 2013 | Mar-,2017 |
| Swan Suites & Services Pvt. Ltd | Manager- Corporate Sales | Jul 2010 | Jan 2013 |
| Swan Suites & Services Pvt. Ltd | Reservation -coordinator | Dec 2006 | Jan 2010 |

## *See Annexure for detailed job responsibilities at previous organization(s)*

**Significant Achievements**

* Awarded the ‘Best Team member 2013’ for a successful transition of Alcon associates from Bangalore to NHPL and their smooth Onboarding – this was a part of the strategic initiative to help them setup their unit under the global structure
* Single handedly supported hiring of 609 out of planned 1200 associatesin 2014 - met more than 50% of the organization hiring objective

**Education & Certification**

* PG Diploma in Business Management from Osmania University 2014
* Bachelor of Commerce from Osmania University in the year 2006
* Certified Source Pro recruiter

**Computer skills**

* MS Word
* MS Excel
* MS PowerPoint

**Personal Competencies**

* Career oriented, good learning skills and quick adaptability to any new environment
* Critical thinking and good problem solving skills
* Team work - Ability to work with cross-functional teams
* Ability to maintain professional demeanour in high-stress situations
* Confident in handling communication within the team and management, with a good degree of listening skill and patience

**Job responsibilities at Novartis in the current role :-**

* Working on the EPFO related requirements for Statutory compliance and transfer/ withdrawal of Provident Fund for Exempted and un-Exempted Organizations
* Tracking of respective applications in the internal portal for easy access to all the team members and the consultant and managing the ATS.
* Preparing of easy readouts and instructions (SOP’s) containing the step by step procedures for activation of UAN, Provident Fund Transfers, Withdrawals etc.
* Understanding the company policies for various entities of Novartis related to Gratuity, Superannuation etc.in alignment with the relevant Government Acts.
* Assisting associates with PF transfers and withdrawals by providing suitable solution to their queries through the Service Now Application system.
* Coordinating with the vendor for all statutory challan payments and form submissions with the RPFC on time-Vendor Management.
* Tracking of compliance related requirements.to be on time
* Conducting Basic knowledge sessions during the induction of new joinees to acquaint them with basic requirements and general awareness about their Retirals and Benefits.
* Generating reports from Service Now to be able to capture the trend of queries and prepare the related readouts for continuous process improvements.
* Collaborating with the counter parts to get new updates on changes in rules and requirements if any.

**Annexure**

**At NovartisHealthcare Pvt. Ltd Recruitment Executive Jan-2013-March -2017**

* Manage and own end to end recruitment life cycle.
* Co-ordinate with selected candidates for the documentation and Background verification.
* SPOC for conducting On- boarding, Joining formalities sessions for new joinees.
* Work closely with cross functional business functions like R&D, Finance, Scientific writing etc. to identify their current and future sourcing needs
* Track all business sourcing needs and provide timely updates to all business stakeholders in terms of required reports and information – either Ad hoc or during the business meetings
* Work with internal and external staffing teams to source the right candidate profile based on business requirements
* Pre-screening of candidates and scheduling further interview rounds with the respective hiring manager to help finalize the hiring decision

**At Deloitte Consulting Pvt Ltd,. Recruitment Executive Jun, 2017-Oct,-2017**

* Manage and own end to end placement lifecycle for every associate – from sourcing to onboarding
* Work closely with cross functional business functions like Finance & IT, etc. to identify their current and future manpower needs
* Stake holder Management :Track all business sourcing needs and provide timely updates to all business stakeholders in terms of required reports and information – either Ad hoc or during the business meetings
* Pre-screening of candidates and scheduling further interview rounds with the respective hiring manager to help finalize the hiring decision
* Regular discussions and follow up with all the selected candidates to ensure they get all required information and enhance the candidate experience, thereby helping to maintain and enhance the company brand image
* Vendor Management ;Work with internal and external staffing teams to source the right candidate profile based on business requirements

**At Swan Suites & Services Pvt. Ltd Manager- Corporate Sales July 2010 – Jan 2013**

* Responsible for drawing maximum quality business for the company while managing a team of 8 members
* Work with global companies to setup tie up with companies like Cartos, OAKWOOD etc.
* Vendor management , invoicing and payments
* Coordination with sub dealers to ensure minimum spill overs and get the appropriate booking confirmation for customer(s)
* Manage booking inventory and confirmation
* Resolution of service related issues
* Gain proactive customer satisfaction feedback and ensure closure of any open gaps in terms of improvements in the impacted area

**At Swan Suites & Services Pvt. Ltd Reservation coordinator Jan, 2007 -July, 2010**

* Responsible for :
  + general administration activities
  + Co-ordination with the Facility Managers at  various corporate Organizations
* Resolving  the service  related issues of the clients at the first call ( F.C.R)
* Taking booking requests and confirming the same.
* Maintaining the occupancy charts as per the check in check out.
* Invoice generation , sharing invoices with respective organizations and follow up for invoice payments
* Blocking of rooms with the other apartment holders as and when required after seeking prior approval for the client during the spill over.
* Sharing detailed confirmation to the clients with appropriate route maps

## 

**Rewards and Recognition:**

* Best Team work award at Novartis
* Above and Beyond Award for the efforts to hire 609 new hires for 2014 at Novartis
* Appreciation award for active participation in Bio Camp 2014 Novartis
* Awarded second prize in singing at inter school competition
* Received an award for proficiency in English at intermediate level
* Received certificates for various cultural programs at school & college level

**Declaration**

I hereby declare that all the above mentioned information is true to best of my knowledge.

Thanks & Regards

(Namratha Rajwani)

### Place: - Secunderabad

### Date:    -