**PURVI SHARAF**

**Contact No.: 9099014918**

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**Objective:**

A challenging job that provides me better opportunity to prove myself to the company and society. To perform all the duties allotted to me with due sincerity.

**Carrier Snapshot**

* Having 10+ years’ experience in HR functions & Administration.
* Worked with reputed company including two international brands **StemCyte India Therapeutics Pvt. Ltd and Ativio (IT COMPANY)** hands on experience of 9years.
* An effective communicator with exceptional relationship management skills and proven abilities in establishing and forging strategic business alliances.
* Proven track record of developing procedures, service standards and operational policies, planning & implementing effective control measures to reduce running costs of the unit.
* Excellent inter personal, liaison and problem solving skills with the ability to work in multi cultural environment.

**Organizational Experience**

**[1] Currently Not working due to maternity Break.**

**My kid is not in the world now.**

**Looking for job.**

**Company name : Freelancer Recruitment**

**Tenure : March 2021 – June 2022**

**Company name : Manpower Mining India Pvt. Ltd**

**Designation : Joined as TL –Operation & Recruitment**

**Tenure : May, 2019 – March 2021.**

* Identify prospective candidates using a variety of channels Like Naukri.com, Monster, LinkedIn etc.
* **Working on IT & NON-IT Recruitments.**
* Take care of the whole recruitment cycle.
* Communicate with clients to get a clear view on their hiring needs and organizational goals
* Research into Clients Company
* Define job description and document specifications
* Supervise the recruiting team
* Conduct confidential interviews
* Follow-up references and check credits
* Present shortlisted candidates
* Present detailed candidate profile summaries
* Taking a strong follow up till the joining of the candidate.
* Build long-term client relationships
* Research and develop recruiting leads
* Develop a sustainable candidate lead strategy
* Advise clients on best recruiting practices
* Search for and enforce new sourcing methods to find job candidates
* Advise hiring managers on proper interviewing methods

**[2 ] Company name : StemCyte India Therapeutics Pvt. Ltd**

**Designation : Joined as Deputy Mgr HR & Admin.**

**Got Promoted to Manager - HR & Admin**.

**Tenure : September, 2017 till 6th November, 2018**

• Handling entire gamut of Human resources,  
• Defining operational plans for ensuring smooth running of the centers,  
• Providing leadership to administrative staff ensuring high quality of servicing & operation is imparted,  
• Implementing policies for effective management of available Human resources and development of human capital across the organization.  
• Developing the HR plans and policies in conjunction with the company’s overall development plan.   
• Overall responsibility of man power planning.   
• Developing the induction programs for the new recruits.   
• Working out the compensation plan and policies.   
• Conducting researches to study the current compensation trends in the market.   
• Developing and implementing the performance appraisal system for the company and co-coordinating it with other line managers.   
• Co-coordinating with finance department for processing of payments to employees.   
• Identifying the training needs, developing training programs to ensure constant learning and development of employees.   
• Establishing a proper organizational structure.   
• Developing and implementing disciplinary policies.   
• Developing and implementing employee welfare policies.   
• Dealing with the final settlement of employees when they leave.   
• Maintaining good internal communication within the company.   
• Developing various reports for management which make it easy to make decisions regarding the current resources.

**[3 ] Company name : Xcelris Labs Ltd**

**Designation : Assistant Manager - HRM**

**Tenure : December, 2016 – September, 2017**

**Reason of Leaving : HR was on maternity leave and got a opportunity to**

**Work with StemCyte India**

* Looking after entire gamut of Recruitment cycle.
* Handling joining & exiting formalities of candidates.
* Organizing and conducting induction training sessions for all new employees.
* HR Generalist, HR Operations.
* Responsible for Payroll management.
* Ensuring compliance with PF, Professional tax, Labour Welfare Fund etc.
* Maintaining Leave & attendance records of the employees.
* Formulating HR Policies.
* Grievance handling.
* Taking care of the employee engagement activities.
* Full and Final Preparation.
* Helping & Supporting to Subordinate & other Departments as required.
* Co-ordination with Internal Company Team Members & External as required.

**[4] Company name : Square Yards Consulting Pvt Ltd**

**Designation : Joined as Sr. Executive HR ADMIN Branch Coordinator**

**And got two promotions of Deputy Mgr & Associate**

**Manager HR**

**Tenure : August, 2014 till December 2016**

**Reason for Leaving : Office Shifted to Gurgaon**

* Screening CVs to match against particular requirements by utilizing Job Portals such as Naukri.com, Monster, LinkedIn for PAN India Basis, Head Hunting.
* **Working on IT & NON-IT Recruitments.**
* Take care of the whole recruitment cycle.
* Taking care of Joining Formalities, PF, ESIC, Induction, exit.
* Liason for legal process such as Professional Tax, Labour Welfare Fund, Shop & Establishment etc.
* To handle the IT, administrative and HR responsibilities.
* Coordinating with the employees within the company and other locations as well.
* Preparing Attendance report and Monthly Reimbursement.
* Arranging Monthly Birthday Celebrations, RNR, Quarter Parties.
* Managing the routine office activities like expenses, up/downs and all.
* Preparing MIS, Expense Reports.
* Supervise the lower level staff for effective functioning & accomplishment of individual & team goals.

**Achievements**

1. **Got Certification for Best Performance for the month of July,2015**
2. **Got TROPHY for the Best Quarter Performance.**

**[5] Company name : Ativio-OFFSHORE IT WORK FORCE PVT LTD**

**Designation : Joined as Executive HR Admin**

**Got promoted to Assistant Manager HR Admin**

**Tenure : August, 2009- July, 2014**

**Reason of Leaving : Company Stop its Operation in Ahmedabad.**

**Job Responsibilities**

* Screening CVs to match against particular requirements by utilizing Job Portals such as Naukri.com, Monster.com.
* Take care of the recruitment cycle.
* To maintain the joining formalities of the new employees.
* Taking interviews, Salary Negotiation, offer and induction.
* Preparing Payroll.
* Liason for legal process such as Professional Tax, Labour Welfare Fund, Shop & Establishment etc.
* Co-ordinating with the Clients & placing the right candidates.
* Head hunting through various methods.
* To handle the administrative and HR responsibilities.
* Coordinating with the employees within the company.
* Managing the routine office activities like expenses, up/downs and all.
* Data Searching.
* Preparing MIS, Expense Reports.
* Making Technical Reports As per the instructions and sending to client.
* Supervise the lower level staff for effective functioning & accomplishment of individual & team goals.

**Appreciated by Director for Giving Best Performance After joining within six month duration.**

**Got Appreciation for Punctuality and Honest towards company and work.**

**Educational Qualifications:**

* MBA from MS University Tamil Nadu-2013.
* MCOM in 2009 from Gujarat University Ahmedabad
* BCOM in 2007 from J.G.COLLEGE OF COMMERCE (DRIVE-IN) Ahmedabad
* HSC in 2004 from Rajasthan Hindi high school (English medium) Ahmedabad
* SSC in 2002 from Rajasthan Hindi high school (English medium) Ahmedabad.

**Hobbies:**

* Listening music
* Traveling

**Personal Information:**

* Husband Name : Mr. Pankaj Sharaf
* Date of birth : 07, September, 1986
* Gender : Female
* Marital status : Married
* Languages Known : English, Hindi and Gujarati
* Address : Motera , Ahmedabad