

**AAKANKSHA VERMA**

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Bur Dubai – UAE

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CAREER OBJECTIVE

Exploring challenging opportunities to work in a senior leadership role with growth-oriented organizations, leverage a versatile set of transferable skills, and accomplish significant results

PROFESSIONAL EXPERIENCE**WORKED AS SENIOR MANAGER – TALENT ACQUISITION (HR&ADMN)
LION GROUP – DELHI (INDIA)****KEY PROFILE :****TALENT ACQUISITION AND RECRUITMENT**

- Source and screen potential candidates through Job Postings , Networking referrals and other methods
- Conduct interviews and assessments to evaluate candidate's qualifications
- Negotiate Job offers and coordinate onboarding processes
- Develop and maintain relationships with hiring managers , recruiters and other stakeholders
- Coordinating with hiring managers to identify staffing needs

**WORKED AS MANAGER – TALENT ACQUISITION (HR & ADMIN)
LLOYD INSULATION INDIA LIMITED – DELHI (INDIA)****KEY PROFILE :****TALENT ACQUISITION AND RECRUITMENT**

- Coordinating with various departments regarding their manpower requirement, create Job description and Interview Questions that reflect the requirement of each position.
- Handling all functions of Recruitment from sourcing of candidates through in-house database, Internet sites, referrals, Naukri portal & LinkedIn .Screening of resumes and short list the suitable candidates.
- Host events for the employees to keep the workplace fun and engaging, employee engagement rewards & recognition
- Preparing Offer letter, letter of appointment and joining formalities.

- To fill up all vacancies not more than 10 days from the date of exit of an employee or an additional manpower approval . Preparing confirmation letters, extension letters, promotion letters & increment letters & issuance of the same to the employees.
- Preparation for the list of Absconder/Resignation/Termination, Exit process and settlement.
- Set up induction programs for new employees in coordination with HODs.
- Maintain office decorum and discipline with specific regard to office timings, dress code and employee conduct and behavior during office hours with all outside and inside agencies.

**WORKED AS SR.EXECUTIVE
(HUMAN RESOURCES / ESTIMATION MONITORING)
LLOYD INSULATION INDIA LIMITED – DELHI (INDIA)**

KEY PROFILE : HUMAN RESOURCE

- Handled all functions of Recruitment , Screening of resumes , Conducted exit interviews and taking feedback. Set up induction programs for new employees in coordination with HODs.

KEY PROFILE : ESTIMATION AND MONITORING

- Conducting, Organizing & Scheduling ISO Monthly Meeting between Sales & Execution ,Preparing Minutes of Meeting . Daily & Weekly Follow up with Delhi & Kolkata Region. Organizing Kick off Meeting with Sales & Execution Team for New Project. Conducting Review Meeting
- Preparation of Work Order of Subcontractor in SAP

EDUCATIONAL BACKGROUND

- **MBA – Guru Jambheshwar University**
- **BBA - Guru Jambheshwar University**

PERSONAL DETAILS

Father's Name - Sh. J.B. Verma
 Date of birth - 30th MAY 1984
 Nationality - Indian
 Languages - Hindi, English
 Passport No - Y7298014
 Expiry Date - 24/07/2033
 Visa Status - Visit Visa