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Profile

As an experienced professional with 5 years of work experience in office administration and HR recruitment and onboarding, I possessed valuable skills and knowledge in managing various aspects of these roles. In the field of administration, I likely have expertise in organizing and coordinating office operations, handled administrative tasks, and maintained effective communication within the organization.

- Provided support to the recruitment team by completing designated activities within agreed timeframes
- Developing and coordinating timely interview schedules for candidates and managing any schedule changes accordingly.
- Creating offer letters using the client's HR systems and obtaining the necessary approvals. Ensuring all information is accurate and all supporting documentation is provided.
- Maintaining consistent communication with candidates throughout the onboarding process, to manage requirements and expectations.
- Provide administrative support to the management team, including scheduling meetings, handling correspondence, and managing calendars.
- Manage office supplies and inventory, placing orders and replenishing as necessary.
- Maintaining day to day MIS, Production planning, work force planning, inventory planning and manpower planning

Professional Experience

Recruitment Relationship Specialist (HSBC),
Allegis Global Solution

01/2024 – 06/2024 | Bangalore, India

Candidate Relationship Management

- Develop and maintain strong relationships with candidates, ensuring consistent and transparent communication throughout the recruitment process.
- Act as the primary point of contact for candidates, addressing inquiries and providing updates on their application status.
- **Recruitment Process Support**
- Collaborate with hiring managers and the recruitment team to understand job requirements and candidate profiles.
- Assist in the creation and posting of job advertisements, ensuring they are accurately aligned with job descriptions and company standards.
- Coordinate and schedule interviews, managing any changes efficiently and ensuring a seamless experience for candidates and hiring managers.
- **Onboarding Coordination**
- Support the onboarding process by communicating with new hires and ensuring they have all the necessary information and resources before their start date.
- Liaise with various departments to ensure that new hires are fully equipped and prepared for their roles.
- **Data Management & Reporting**
- Maintain accurate records of all recruitment activities in the HR system, ensuring data integrity and confidentiality.
- Generate reports on recruitment metrics and provide insights to the management team for continuous improvement.
- **Process Improvement**

- Identify opportunities for streamlining the recruitment process, enhancing candidate experience, and improving overall efficiency.
- Participate in recruitment strategy meetings and contribute ideas for attracting and retaining top talent.

Human resource recruitment Administrator (HSBC), 04/2022 – 01/2024 | New Delhi, India
Allegis Global Solution

Human Resource Administrator at HSBC. Proven expertise in managing various HR functions, including recruitment, onboarding, employee documentation, and data management. Demonstrated ability to handle confidential information with utmost discretion and maintain high levels of professionalism. Proficient in HRIS systems and adept at generating reports, analyzing data, and identifying areas for process improvement. Strong interpersonal and communication skills, with the ability to effectively collaborate with employees at all levels of the organization. Committed to providing exceptional HR support to facilitate a positive and productive work environment at HSBC.

Administration Executive (Production Firm), 12/2019 – 04/2022 | New Delhi, India
Dentcare Dental Lab Pvt Ltd

Experienced administrative professional with 2 years and 4 months of tenure as an Administrative Executive at Dentcare Dental, specifically within the production unit. Proven track record of efficiently managing administrative tasks and supporting the operational needs of the production department. Skilled in coordinating schedules, maintaining records, and facilitating effective communication between cross-functional teams. Demonstrated ability to streamline processes and enhance operational efficiency. Proficient in utilizing office software and systems to ensure smooth workflow and accurate documentation. Strong attention to detail, organizational skills, and the ability to handle multiple priorities in a fast-paced environment. Committed to contributing to the success of Dentcare Dental's production unit through effective administrative support.

Education

MBA (Operations Management), NMIMS 01/2022 – 01/2024 | New Delhi, India
Gained expertise in operations strategy, supply chain management, and process improvement. Developed strong analytical and project management skills, with a focus on optimizing business processes and enhancing operational efficiency. Capstone project involved

Bachelor Of Business Administration,, Jamia Hamdard 2020 | South Delhi, India
Developed a strong foundation in business principles, including management, marketing, finance, and organizational behavior. Acquired skills in strategic planning, decision-making, and leadership, with a broad understanding of various business functions.

Skills

Business operations, ● ● ● ● ● ● ● ●
• Office Management
• Document Management
• Coordination and Collaboration
• Technology Proficiency and Confidentiality and Ethics

Computer Skills
• MS Office Suite- (Word
• Excel)
• Email Management
• Outlook and calender managment

General IT functions
• Oracle Taleo (ATS)
• SuccessFacors
• Employee central

Administrative Skills
• Conducting company events
• Attending meetings and conferences
• Hiring new employees
• Training new hires
• Evaluating the performance of existing employees
• Handling complaints,queries and problems
• Formulating and maintaining SOP's

Leadership Skills
• Communication
• Decision-Making
• Emotional Intelligence
• Coaching and Mentoring
• Strategic Thinking

Languages

Malayalam ● ● ● ● ● ● English ● ● ● ● ● ●
Hindi ● ● ● ● ● ●