

Varnika Bhanot

Fastain Enterprise Sr. HR + Admin

Delhi, Delhi

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Willing to relocate: Anywhere

Work Experience

Fastain Enterprise Sr. HR + Admin

November 2012 to February 2015

Build and Maintain industry database to help choose 'Best Fit' candidate in shortest possible time.

- Maintaining data
- Maintaining employee leave records.
- Maintaining office stationary.
- Handling team of 3 people.
- Managing and tracing vital HR Stats and help reduce attrition.
- Maintain salary records.
- Maintain office arrangements.
- Joining formalities of candidate.
- Manage employee travel.
- Maintain branch expenses.
- Hiring candidate

HR Recruiter

Triti Manpower Services-Delhi, Delhi

May 2012 to November 2012

Delhi Sr.HR

Key Deliverables:

- Responsible for full life-cycle of recruitments that includes - defining position requirements, qualifying interview, reference checking, compensation negotiation and obtaining acceptance letter
- Work for all requirements on staffing portals.
- Organizing and Managing Campus recruitment.
- Build and Maintain industry database to help choose 'Best Fit' candidate in shortest possible time.
- Maintain HR Master Database.
- Managing and tracing vital HR Stats and help reduce attrition.
- MIS reporting and presentation every month for headcount, attendance, attrition.
- Maintaining leave records, joining formalities, appointment letters & all miscellaneous work.
- Performing necessary arrangements for the interviews and coordinating with heads of department for further process of mobilization.
- Responsible for Exit interviews and closing formalities.
- Sourcing the candidates from portals, references & by head hunting.
- Screen the candidates as per clients.

- Coordinate with clients & candidates for scheduling appointments with the Management team for sourcing.
- Conduct first round of telephonic interview for the candidates to schedule interviews.
- Arranging & conducting Interviews/Initial screening the candidates/ helping in recruitment processes.
- Developed an understanding of clients' temporary and permanent requirements and tailored packages to meet their needs.
- Maintain and Update the Employee Records and database across all company location.

HR Recruiter

Converges (BPO)-Gurgaon, Haryana

February 2011 to February 2012

Key Deliverables:

- Planning human resource requirements in consultation with different departments and conducting selection interviews.
- Ensuring smooth operations at all times and maintaining proper decorum & discipline in office.
- Maintaining leave records, joining formalities, appointment letters & all miscellaneous work.
- Performing necessary arrangements for the interviews and coordinating with heads of department for further process of mobilization.
- Working closely with team Managers and setting the KRA for their teams.
- Fun work events like celebrations, cultural evenings, health & wellness programs, sports tournaments etc.
- Training Need analysis - Assessment & Identification of developmental & training Gaps through dipsticks, discussion with Dept Heads. Providing training solutions through behavioural training & e-learning modules.
- Maintain HR Master Database.
- Managing and tracing vital HR Stats and help reduce attrition.
- MIS reporting and presentation every month for headcount, attendance, attrition.
- Managing the activities related to the issue of appointment letter & orientation of the new recruits.
- Developing/ implementing new recruitment/selection policies as per staffing projections.
- Devising & maintaining employee database and weekly recruitment report sheets..
- Arranging & conducting Interviews/Initial screening the candidates/ helping in recruitment processes.

Working on convergys VERB variance.

Managing vendors

Sales /Marketing Coordinator

Jaspar InfoTech-Delhi, Delhi

November 2009 to September 2010

Education

B.com

Delhi University - Delhi, Delhi

2010

MBA

Sikkim Manipal University

Additional Information

Computer Proficiency: Ms Office, Windows and Internet

Personal Dossier

Address: WZ- 31/A Sri Nagar, Ranibagh Delhi-110034.