

Riddhi Bhatia

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CAREER OBJECTIVE

To work in creative and friendly environment, with a spirit of teamwork and cooperation.

To work with an organization in a motivating work condition with my full effectiveness and efficiency.

PERSONAL SKILLS

Comprehensive problems solving abilities, I am a quick learner, responsible and motivated. Accustomed to work in team environment, ability to deal with people diplomatically, team facilitator, goods motivator, time managing, result oriented.

WORK EXPERIENCE:

ITCC Digital PVT LTD

Sr. HR Manager

April 2022 to Present

Job Profile:

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy. Bridging management and employee relations by addressing demands, grievances or other issues.
- Managing the recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance. Maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics. Ensure legal compliance throughout human resource management.
- Support departments in the development and delivery of strategic HR plans to fit with the overall business direction.
- Plan, monitor, and appraise HR activities by scheduling management conferences with employees, hearing and resolving employee grievances, training managers to coach and discipline employees, and counseling employees and supervisors.
- Champion the onboarding process, ensuring the process is up to date and of high quality, providing clarity and connection for all employees and their role in relation to the overall vision.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Build strong relationships with external suppliers, fostering trust and promoting collaboration. Handle confidential matters with discretion.

LogicRain Technologies PVT LTD

HR Generalist

October 2019 to March 2022

Job Profile:

- Responsible for managing entire Employee Life Cycle right from Recruitment to On-boarding to Exit formalities.
- Directing recruitments for various positions from Executive to Senior Management Level.
- Taking First Level screening and Final HR discussions along with Salary Negotiations.
- Creating/releasing Offer letters and Appointment Letters.
- Initiating pre-joining formalities such as Employee ID generation, Bank accountcreation, documentation, Background Verification, ID cards, IT equipment etc.
- Facilitation of onboarding of new joiners.
- Managing exit formalities on employee resignation such as ensuring timely completion off&F documentation, exit interview.
- Handling Compensation, Appraisal and Employee Grievance, solving their concerns at ground level, escalating the required points to senior level and coming out with suitable solutions.
- Ensuring smooth execution of employee relations reimbursement of expense Claims.
- Timely execution of monthly Payroll.
- Organized Employee Engagement activities.
- Assist in development and implementation of human resource policies.
- Maintaining employee's personnel files.
- Adhering to other HR compliances on need basis.

N.R.Doshi and Partners

HR Executive.

April 2018- Sept2019

JOB PROFILE:

- Work closely and develop position profiles like IT, Non IT, Accounting FinanceEngineering, etc to understand overall needs and requirements.
- Create a comprehensive job description based on specific requirements to be used to present to candidates and to post to job boards and internal gateways.
- Responsible for sourcing profiles pertaining to various levels received from various Managers.
- Handled junior level, middle level & senior level requirements.
- Taking 1st round of interviews, taking preliminary Screenings test before face-to-face interviews.
- Posting the various job requirements in Job Portals, publishing walk-in mails, sending mass mails.
- Sourcing of relevant candidate through the job boards, internal database, internal references, target hiring, Linked in, Social network etc.
- Scheduling Phone screens & F2F interviews for the Shortlisted candidates.
- Follow up with the team members and Managers candidate gets offer.
- Developing and implementing effective Recruiting Strategies in order to attract, screen, recruit, and select high quality candidates.
- Having preliminary discussion with the candidate over telephone in order to judge the candidate's experience, Tech Skills, suitability, professional qualification, attitude & communication skills etc & briefing the candidates on the job description.
- Ensure that the selected candidate joins the organization within stipulated time frame.

**Worked as Recruitment Consultant in Ethos HR
From July 2016 to Feb 2017**

JOB PROFILE :

- Searching of potential candidates from various job Portals like Naukri and Monster.
- Understanding the client requirement and finding Cvs as per their need.
- Job posting, mass mailing for the recruitment on various job portals.
- Taking personal round of interviews and short listing the candidates.
- Conducting telephonic round of interviews and consequently coordinating with the client and the candidates.
- Doing reference checks if required.
- Continuous follow-ups are done till the time of joining.
- Taking feedback of the candidates after joining the company.
- Maintaining the database of candidates

Additional Achievements: -

Started career as Recruiter and even achieved the best performance award over there.

_Received an Award by Ms. Anandi Ben Patel for women Entrepreneur program.

ACADEMIC QUALIFICATIONS

Institute Name	Course	University	Period
L.J Institute of Management Studies	MBA	GTU	2016-2018
L.J Institute of Management Studies	BBA	GTU	2013-2016
Nirman High School	HSC(Commerce)	GU	2012
Nirman High School	SSC	GU	2010

LANGUAGES:

English, Hindi, Gujarati, Punjabi

IT skills:

Microsoft Word , MS Outlook, PowerPoint, Microsoft Excel.

PERSONAL PROFILE

Permanent Address : B/6 Nandini Apartments,
Near Samarpan Flats,
Gul Bai Tekra, Ahmedabad-380006.

Date of Birth : 30th August 1995

Gender : Female.

Marital status : Unmarried

Known Languages : English, Gujarati, Hindi, Punjabi.

DECLARATION:

I hereby declare that the above statement are true, complete and to the best of my knowledge and belief.

Yours Faithfully
Riddhi Bhatia