

CURRICULAM VITAE

Kirti Porwal

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Executive Summary:

Dedicated and result oriented HR professional with **Six years** of expertise in Human Resource activities like Recruitment Strong Relationship Building and effective collaboration with management and coworkers, good communication skills.

Total Employment Experience:-

6 Years in HR Profession {Hard core Recruitment}

Expertise: - Head Hunting, Referencing, Cold calling, Job Portal Search (Naukri, Monster, Times Job)

Currently working with Winner Bevel Gears as a HR Manager (Export Documentation & Recruitment)

(From February 2018 to till date)

Job Responsibility-

1. Check attendance, follow up with branches
2. Prepare offer letters, appointment letters, full and final settlement etc
3. Co-ordination with office staff
4. Looking after all admin work with housekeeping, security, canteen, general management
5. Complete knowledge of export procedure documentation. (Bill of lading, shipping bills, Telex Copy)
6. Shipment originating in the different countries
7. Export documents & overseas logistic handling.
8. Handling pre-shipment & post shipment documents.
9. Coordinating with DGFT, Transporters, & CHA concerns.
10. Verify the contents of bill of lading in accordance with the shipping bills.
11. MIS complete knowledge.

Advik Optoelectronics Ltd. as a HR Manager

(From November 2014 – To January 2018)

Job Responsibility-

Managing the end to end recruitment process and responsible for recruitment at all levels.

1. Identify staff vacancies and recruit, interview and select applicants.
2. Allocate human resources, ensuring appropriate matches between personnel.
3. Provide current and prospective employees with information about policies, job duties, working conditions and opportunities for promotion and employee benefits.
4. Perform difficult staffing duties, including dealing with under staffing, refereeing disputes, firing employees, and administering disciplinary procedures.
5. Responsible for End-to-End Recruitments.
6. Sourcing, short-listing & scheduling candidates for interview through Portals, Job postings, headhunting, references & Social media etc.
7. Responsible for coordinating with all departments regarding internal resource requirements.
8. Joining Formalities & Induction of new hires.

Career Step Resources Ltd.as a HR Executive

(From August 2013 - To September 2014)

Job Responsibility-

1. Managing the end to end recruitment process and responsible for recruitment at all levels.
2. Conducting the HR round of interviews
3. Arranging telephonic discussions for short-listed candidates with the respective Business Head.
4. Accompanying the departmental panel for final selection interviews.
5. Sourcing the prospective candidates through multiple sources such as Head hunting, Job portals, References, etc.

I have been promoted as a Team Leader (HR Executive) Since May 2014

Touch Consultants

Sr. HR Executive

(From Nov 2011 – To August 2013)

Recruitment & Selection

1. Maintaining and conducting interviews through references, advertisements and job portals and consultants.
2. Recruitment planning, Recruiting and ensuring seamless conduct of the Interview process
3. Segregating /collecting resume according to job requirements.

Salary Negotiation

1. Salary Negotiation with candidates.
2. Discussion with the Organization regarding candidate salary expectation
3. Provide information to the candidate behalf of organization.
4. Provide information to the organization behalf of candidate.
5. Close the position on suitable CTC as per organization fitment as well the candidate structure.

Employee Relation

1. Maintain a good and friendly relationship with the candidates.
2. Maintain the employee database for future prospects

Offer Letter

1. Call to the client for making a offer letter according to organization structure or candidate expectation.
2. Provide information to candidate regarding offer letter and asked them about any issue related to the offer letter.

Joining Formalities

1. Confirm joining date from candidate and inform to the client.
2. Resignations send to organization.
3. Medical checkup.
4. Joining Document

Employee Data Base Management/MIS

1. Maintenance of Employee Master Data, Drop out data, Interview Data Base & Project Trainee Data Base Preparation of monthly reports
2. Preparation of Presentation for HR review meeting month on month.

Professional Qualification

1. **M.B.A.** in HR and Marketing from **GBTU Lucknow Batch2009-2011.**

Summer Training Projects

Topic	Customer Satisfactions
Organization	B.S.N.L (Dehradun).
Duration	7 th June to 7 th August 2010

Training:

Worked with Demux Business Solutions (Company) as a H.R.Trainee.

One year experience as marketing executive of advertisement in Vansh Network

Academic Qualification:

1. B.Sc. From Kanpur university in 2008
2. 12th from Allahabad board in 2005
3. 10th from Allahabad board in 2003

SKILLS:

Primary Skills:

Better Communicative skills, leadership qualities, good patience.
Participative and positive nature.
Good negotiator.
Good logical and reasoning thinking.

Secondary Skills:

Knowledge in MS Office, Excel, power point.
Working knowledge in Windows 9x/200/XP.

Achievements:

1. Was Awarded Scholarship for securing at college level.
2. Participating in Cultural activities at college and Campus.

Personal Information: -

Name : Kirti Porwal
Father's name : Mr.Ghanshyam Porwal
Date of Birth : 17-07-1988
Sex : Female
Marital Status : Unmarried
Languages Know : Hindi, English,
Strength : Patience, Confidence, Hard Work, Positive attitude

Date:

Place:

Signature
