Mansi Malik

Phone: 9999435026 E-mail:mansi.malik88@yahoo.com

CAREER OBJECTIVE

To work as a HR Professional, in an environment that promotes professional excellence through continuous learning.

SUMMARY

* 7 Years of Professional Experience.
* Functional Domain Experience of Human Resource Management.
* Handled recruitment of Top Level Management, Middle Level Management, Lower level Management & Campus Recruitments.
* Possess strong understanding of the Recruitment Cycle.
* Possess Excellent written and communication skills and zeal in learning new things.
* Good team player with excellent Technical, Management & Interpersonal skills.
* Dedicated work ethic and strong skills in time management

EDUCATIONAL QUALIFICATION

* **CBSE Board** – 10th (2004)
* **CBSE Board** – 12th (2006)
* **Bachelors in Arts**- Non College from Delhi University (2007-2010).
* **Office Management Diploma -** Y.W.C.A. (2007- 2009).
* **Computer Certificate Course** – Y.W.C.A.(2007-2009).

INTERNSHIP

**Internship - “A study of Recruitment Process” at Impact Consultancy Carrier Shaping**

**WORK EXPERIENCE**

**Position: Senior Executive -Human Resources** (April 2014 – Till Date)

**Company: -** **BLK Hospital**

**ROLE AND RESPONSIBILITIES:**

* Handling HR related Responsibilities.
* Independently handling all Recruitments of the Hospital.
* Handling Bulk recruitment events like Campus selection, walk-ins, job fairs & recruitment drives for the organization to create branding & attract talent. Conducting Pre-Placement Talks, GDs, Tests and Interviews.
* Responsible for Organization Announcement.
* Responsible for the submission of HR MIS Reports monthly.
* Follow up with Operational Heads for Employee Confirmation Process.
* Follow up with Operational Heads on Budget and Annual Increments.
* Monitor Employee attendance.
* Report Generation using all tools of MS Office.
* Employee resignation discussions and approvals.
* Performance Management, Personal Development Planning & Succession Planning.  
   Talent Development / Building Capability activities.
* Organizing annual medical check-up, monthly activities for both direct & contract employees.

**Position: Assistant Manager -Human Resources** **April 2013**

**Company Profile: Primus Super Specialty Hospital**

**Reporting To: - Director – Hospitals**

HR Generalist: - Handling payroll leaves management, induction training, recruitment, joining & exit formalities, and statutory compliance.

(Member of the Pre Opening team) **Position: Executive -Human Resources** (December 2010 – January 2013)

**Company Profile:**

**Fortis Hospital**: Fortis Healthcare India, Asia’ fastest growing chain of hospitals has agreed to consolidate Fortis Healthcare International.

**Reporting To: - Head – Human Resources**

**ROLE AND RESPONSIBILITIES:**

**Talent Acquisition/ Recruitment and Selection**

* End to end recruitment from sourcing to making the candidates an offer.
* Making recruitment plan in coordination with cross-functional leaders and assessing their resource requirements
* Handling Bulk recruitment events like Campus selection, walk-ins, job fairs & recruitment drives for the organization to create branding & attract talent. Conducting Pre-Placement Talks, GDs, Tests and Interviews.
* Responsible for quality & timely recruitment of employees at all levels & across functions.
* Receiving manpower requisitions. Prepare job descriptions and specification for recruitment positions.
* Job postings in different job portals.
* Sourcing through Job portals, Headhunting, networking and references.
* Short listing & Scanning of the resumes. Assessing the candidates for their suitability of the job requirement.
* Initial screening through telephonic discussions. Scheduling the candidates for the final round interview.
* Coordinating with the department heads and candidates during interviews.
* Negotiate on Salary aspects and close the position
* Follow-up with the selected Candidates to confirm their DOJ and keep the respective departments

Informed of the same and maintaining good rapport with the placed candidates.

* Liasoning with the recruitment agencies and institute.
* Working on manpower budgeting and planning in consultation with the Functional head.
* Handling the Trainee joining and their conformations after their training period with / without stipend

**Joining and Induction**

* Ensuring completion of joining formalities for new entrants.
* Brief induction about the company, its policies and procedures.
* Giving induction presentation to new joiners and introducing them to their department heads.
* Handing over the welcome kit to the new entrant consisting of stationary, employee handbook, list of annual holidays etc.
* Receiving induction feedback and discussing it with top management.
* Responsible for creation and issuing of ID Cards to the new associates.
* Responsible for creation and issuing of mail Ids to the new joinees.
* To manage the Probationary Assessment System for the new recruits & ensure their assessment, confirmation & feedback processes are carried out in time

**Letter Generation:**

* Contracts, Bonds, Offer Letter, Appointment letters, Confirmation letters and Salary Compensation.
* Designation-Relieving Letters, Experience Letters-Miscellaneous like address proof or to issue any notice or circular.
* Handling of Transfers, Resignations.
* Making the Note for Approval Letters for recruitments and resignations.

**Exit Process**

* Tracking Absconding/Resigned. To maintain Separation status, to issue Absenteeism warning letters
* Conducting & Documenting Exit Interviews and its analysis.

**Others**

* Reports: Submitting daily, weekly and monthly status of recruitment reports to the HOD.
* Sending birthday greetings to all associates.
* Filing and maintaining all the resumes for future requirement.
* Involved in employee engagement- Organize events, HTML etc..
* Generate JD’s.
* Maintaining MIS.
* Coordinating for Bank Account of New Joinees.
* Handling staff complaints & grievances or coaching and counseling
* Making Organization Announcements.

**Position: Executive Assistant to Zonal Director** (July 2010-December 2010)

**Company Profile:**

**Fortis Hospital**: Fortis Healthcare India, Asia’ fastest growing chain of hospitals has agreed to consolidate Fortis Healthcare International.

**Reporting To: - Zonal Director - Hospitals**

**Roles and Responsibility:**

* Provide day to day administrative support.
* Prepare a variety of high quality, written agreements, memos, letters, and other documents.
* Prepare and archive Power point [presentations](http://hubpages.com/hub/Executive-Assistant-Roles-Responsibilities).
* Arrange for meetings and conferences, including preparing agendas and minutes for same and making the necessary business travel arrangements.
* Manage, plan and organize daily calendar, including posting same, as appropriate on company calendar.
* Manage membership dues to various organizations, subscription, distribution and circulation lists.
* Prepare, edit and distribute itineraries, letters, memos and meeting minutes and keep track of for events and meetings making sure that things are not overlooked.
* Serve as liaison with department managers to help ensure a manageable flow of work and communications.
* Carry out routine office duties, including reception duties for the Supervisor, in a professional manner.
* Maintaining leaves records and details of all the HOD’s
* Handling all internal and external correspondence for the Zonal Director.
* Supervise and train lower level staff.
* Receive and interact with incoming visitors.
* Assist VP Operations as well at time come to our facility.

**Position:AdminExecutive** (December 2009-June 2010)

**Company Profile:**

**Atulaya Healthcare Pvt Ltd C/O Fortis Hospital.**

**Reporting To – Managing Director**

Atulaya Healthcare is a group of focused healthcare professionals committed to providing high-end diagnostic services to patients. With a special emphasis on quality assurance and sensitivity towards patient comfort,

We deliver the promise of good health to hundreds of patients in the need of medical imaging and other radiology procedures.

**Roles and Responsibility:**

* Account mapping and Management, Relationship Management.
* Work closely with corporate executives and senior management to develop proposal responses and targeted messages that convey a customized approach to all business pursuits.
* Maintenance of central document and client database
* Corporate new connection for the employees.
* Organized interview for candidates.
* Handling Assets Management & Inventory
* Comparing the quotations from vendors, recommending best supplier/vendor after negotiations and sending to head office for approval.
* Short listing of candidates.
* Interview calls for candidates.
* Recruitment of staff upto Manager Level, Technician.
* Maintaining all employees’ attendance records and leaves cards.
* Handled whole department independently.

**Position:Executive: Human Resource**(November 2008-November 2009)

**Company Profile: UEI Global**

**‘**Education to Employment’

**Roles and Responsibility:**

* Involved in every phase of hiring, from the initial phase i.e. short listing of candidates, scrutinizing their profiles, evaluations, administering and coordinating interviews.
* Sourcing and Screening profiles from Recruitment Sites, Headhunting, Employee Referrals, Walk-ins, Job posting, Networking, securing resumes etc.
* Undertaking internal reviews, coordinating external reviews and advising on related processes as needed.
* Client acquisition, Client building.
* Screening, short-listing & validating resumes as per client requirement.
* Analyzing people relating metrics, trends and making recommendations to HR manager for any action.
* Coordinating and participating as a selection panel member in recruitment process and preparing reports.
* Providing an efficient and reactive consultancy service
* Follow-up with the Candidates for collecting the feedback after various rounds of interview.
* Handling all the positions at entry level, middle level, senior level.
* Handling large walk-ins in the company.
* Handled a team of eight people.
* Coordinating with HR till the final placements.
* Maintaining & updating database.

**Position:- Executive Assistant to CGM cum HR Coordinator**(May 2007 –October 2008)

**Company Profile: Trend Setters International Pvt Ltd.**

|  |
| --- |
|  |
| **TREND SETTERS INTERNATIONAL is an EXPORT HOUSE engaged in the manufacture of Cotton Handlooms / Power looms & Handicrafts Items. Trend Setters International was incorporated in 1981 and in the last 30 years, its turnover has grown to over US$ 2.5 Million. The main exports are to France, Germany, Spain, Portugal, Italy, Norway, Sweden, Finland, Belgium, Japan, Iceland, U.K., USA and Canada.** |

**Reporting To: - Chief General Manager - Organization**

**Roles and Responsibility:**

* Provide day to day administrative support.
* Prepare a variety of high quality, written agreements, memos, letters, and other documents.
* Prepare and archive Power point [presentations](http://hubpages.com/hub/Executive-Assistant-Roles-Responsibilities).
* Arrange for meetings and conferences, including preparing agendas and minutes for same and making the necessary business travel arrangements.
* Manage, plan and organize daily calendar, including posting same, as appropriate on company calendar.
* Manage membership dues to various organizations, subscription, distribution and circulation lists.
* Prepare, edit and distribute itineraries, letters, memos and meeting minutes and keep track of for events and meetings making sure that things are not overlooked.
* Serve as liaison with department managers to help ensure a manageable flow of work and communications.
* Carry out routine office duties, including reception duties for the Supervisor, in a professional manner.
* Maintaining leaves records and details of all the HOD’s
* Handling all internal and external correspondence for the CGM.
* Handling internal correspondence & all administration.
* Responsible for doing job posting in HR Dept. on different job portals like naukari.com, timesjob.com.
* Short listing candidates
* Giving calls to candidates and line them up for the interview.
* Conducting interviews.
* Having good knowledge of ISO 9001-2000.
* Updating manuals under ISO 9001-2000.
* Maintaining Record and preparing Quotation.

PERSONAL DETAILS

Date of birth : 23rd December, 1988

Languages Known : English, Hindi and Punjabi.

Hobbies : Dancing, listening to music.

References : Available on Request