***MUN MUN S.***

***CONTACT DETAILS: +919971022206  
Email: munmun.bothra@gmail.com***  
  
  
**HUMAN RESOURCE PROFESSIONAL**

*(Offering over 5+ years of experience in HR Operations , delivering optimal results in high-growth environments)*

**Professional Synopsis**

* Competent and result-oriented astute professional, with over 4
* + years of rich and insightful experience in handling Human Resource Functions.
* Entrusted with the responsibility of managing the entire HR Role .

**PROFESSIONAL EXPERIENCE**

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**Procon India Pvt Ltd**.  
**Senior Hr Exe**(From January 2013-September2016)

* Posting jobs on recruitment portals.
* JD analysis, candidates through Job Portals, Headhunting, Linkedin.
* Validating candidates based on the desired parameters, describing the job profile to the candidates.
* Short listing candidates after initial round of Interview.
* Conducting Interviews.
* Coordinating the entire process of recruitment.
* Offer Negotiation with the candidates.
* Maintaining candidate tracker, regularly updating online internal recruitment data base.
* MIS and documentation.
* Finally the placement of the new recruits in their respective departments

**Induction & Orientation**

* Conducting Induction-Presentation for the new joiners about the Company and its policies in brief.
* Introducing the new joiners to the respective departments and other Team Members.
* Ensuring the completion of joining formalities.

**HR Operations**

* Joining formalities,
* Hands on experience in streamlining Employee Database and Personal Files.
* Monitor timely update of personnel records (personal details, position, salary, appraisal outcomes, leave records, training and awards).
* Responsible for issuing all types of Letters viz. Warning Letters, Appointment letter, Confirmation Letter, Experience Letters, Transfer letters, Termination letters, Organizing events & Back Ground check verification etc.
* Handling HR issues, queries & complaints for all employees
* ***Job Vista Consultants SR HR associate***  
  (Since November 2011-November2012)  
  **Job Responsibilities**
* Handling a team of HR Executives.
* Working with Hiring Managers
* Heading complete recruitment process.
* Maintaing and Moduling MIS.
* Handling Salary negotiation.
* To Maintain healthy employer employee Relationship.
* To connect with different departments for pre and post joining formalities  
    
  ***Wizlead India pvt. Ltd NewDelhi,India***

***Designation : Associate Recruiter(Since January 2011 to Octuber2011)***

***JOB RESPONSIBILITIES***  
\* Handled Recrutment at all levels.  
\* Conducting training sessions for the enrolled participants on soft skill and spoken English.  
\* Taking Preliminary round of interview.  
\* Conducting and preparing assessments for the participants  
\* Coordinating with managers.  
\* Communicating the feedback to candidates.

***EDUCATION***  
  
PURSUING MBA in HR from SMU Masters of Business Administration.

HANSRAJ COLLEGE , Delhi University. Bachelors' Degree in Arts (English Honors) July 2008.

KULACHI HANSRAJ MODEL .Passed HigherSecondry examination, March 2005.