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Location: Sharjah, UAE

Karishma Karle

Human Resource

Key Skills

- Superior organizational and multitasking abilities
- Strong communication and interpersonal skills
- Proficient in MS Office Suite (Word, Excel, PowerPoint)
- Knowledgeable in HR software and databases (ATS/ERP/CRM)
- In-depth understanding of HR labour laws and regulations
- Adept at utilizing job portals such as LinkedIn, Naukri, Monster, Indeed, and Taleo, as well as Boolean search techniques, campus recruitment, walk-in interviews, and bulk-hiring initiatives to effectively source diverse and specialized candidates

Core Competencies

- Workforce Planning
- Labour Law Compliance
- Leadership Development
- Process Optimization
- Training & Development
- Administrative Oversight
- Operations & Performance Management
- Employee Relations & Engagement
- Recruitment & Onboarding
- HR Policy & Procedure Formulation
- Human Resource Information Systems (HRIS)
- Compensation & Benefits
- Vendor & Risk Management

Dynamic HR leader with 8 years of experience driving employee engagement, retention, and recruitment initiatives in the Indian market. Skilled in overseeing end-to-end HR processes to optimize organizational success. Proven record of implementing effective employee relations strategies fostering a positive workplace culture and seeking opportunities to leverage my expertise in a challenging HR role

Education

Post Graduate Diploma in Management (Human Resource)

Welingkar Institute of Management Development & Research, India, 2018

Bachelor of Management Studies

L.N College (Mumbai University, India), 2016

Professional Experience

ADMIN EXECUTIVE

Emaar Properties P.J.S.C (On Adecco Payroll) Dubai, UAE

September 2024 – November 2024

- ♦ Led wealth research initiatives, identifying and analyzing affluent individuals across multiple regions using wealth intelligence platforms.
- ♦ Conducted market mapping, data analysis, and research utilizing search engines and dynamic data sources.
- ♦ Collaborated with internal teams and external stakeholders to gather project requirements and ensure successful project alignment.
- ♦ Performed data validation, verification, and reporting using advanced Excel functions (VLOOKUP, Pivot Tables, etc.).
- ♦ Created comprehensive presentations and reports to communicate research findings and insights to management and clients effectively.
- ♦ Generated actionable insights through detailed research and analysis to support business decision-making processes.

HUMAN RESOURCE SPECIALIST

Roima Intelligence India Private Limited,

Mumbai, India

July 2021 - April 2024

- ♦ Crafted and implemented strategic plans and policies to align with organizational objectives.
- ♦ Managed day-to-day general administration, employee benefits administration, and operational tasks efficiently.
- ♦ Designed and executed performance management strategies to boost employee productivity.
- ♦ Orchestrated Rewards and Recognition (R&R) programs to foster a positive work environment.
- ♦ Planned and executed various corporate events and employee engagement initiatives.
- ♦ Managed and coordinated manpower requirements and led recruitment from sourcing to onboarding new talent. Sourcing strategies, screening resumes, conducting interviews, negotiation, background checks, and HR systems management.
- ♦ Facilitated employee feedback through surveys and one-on-one sessions to identify areas for growth and improvement.
- ♦ Maintain meticulous records and documentation in compliance with organizational standards.
- ♦ Utilized HRIS (Human Resources Information System) for data management and analysis.
- ♦ Facilitated seamless onboarding processes for new hires to integrate them into the organization.
- ♦ Conducted thorough exit interviews to gather feedback and insights for continuous improvement.
- ♦ Handled end-to-end payroll processing and ensured accuracy and timeliness

SENIOR HUMAN RESOURCE EXECUTIVE

Pasona India Pvt. Ltd., Mumbai, India

Jan 2019 – March 2021

- ♦ Conducted client visits to understand and gather detailed requirements for recruitment needs.
- ♦ Handled recruitment processes across various industries, focusing on non-IT profiles including blue-collar, workers, labourer's, and contract employees through ATS.
- ♦ Sourced candidates through diverse channels and conducted comprehensive interviews and assessments.
- ♦ Facilitated training and onboarding programs to ensure smooth integration of new hires.

- ♦ Maintained regular communication with clients to provide updates and ensure alignment with their staffing needs.
- ♦ Gathered feedback from newly hired employees to assess satisfaction and identify areas for improvement.
- ♦ Managed documentation and compliance related to recruitment processes and employment regulations.
- ♦ Monitored recruitment metrics and performance to optimize efficiency and effectiveness.

TEAM LEADER

Exo Talent Consultancy Services, Mumbai, India

November 2016 - November 2018

- ♦ Started as a recruiter and advanced to a team leader role, overseeing recruitment operations from individual positions to managing teams and serving premium clients.
- ♦ Specialized in Recruitment Process Outsourcing (RPO), managing diverse positions across IT and non-IT sectors.
- ♦ Worked closely with hiring managers to grasp requirements, conduct interviews, and efficiently shortlist candidates.
- ♦ Organized and executed scheduled drive interviews and fulfilled hiring targets and organizational needs.
- ♦ Formulated and executed strategic recruitment plans to attract and retain top talent, ensuring alignment with client expectations and industry standards.
- ♦ Managed end-to-end recruitment processes, from candidate sourcing and screening to employee onboarding, employee performance management, and post-placement support with the help of ATS's other tracking system. Handled positions from junior roles to CXO levels across various industries
- ♦ Upheld ambitious standards of client service and satisfaction through effective communication and delivery of recruitment solutions.
- ♦ Successfully met team and individual business targets by skilfully managing recruitment operations.
- ♦ Achieved swift turnaround times in closing positions by optimizing recruitment processes and workflows.
- ♦ Led and motivated teams to attain performance metrics and surpass client expectations.
- ♦ Implemented strategies to streamline recruitment processes, ensuring prompt candidate placements.
- ♦ Collaborated closely with hiring managers and stakeholders to comprehend requirements and expedite hiring processes.

- ♦ Monitored and reported on recruitment metrics to evaluate performance and pinpoint areas for enhancement.
- ♦ Maintained a superior level of client satisfaction through prompt and efficient service delivery.

TALENT ACQUISITION/RECRUITER

Heads-N-Minds Consultancy, Mumbai, India

November 2015 - August 2016

- ♦ Conducted thorough screening and initial assessments to evaluate candidate qualifications and suitability.
- ♦ Engaged candidates through personalized calling and email outreach to discuss career opportunities and assess their interests.
- ♦ Conducted structured interviews, both in-person and virtually, to evaluate candidates' technical skills, cultural fit, and alignment with organizational goals.
- ♦ Coordinated interview schedules between candidates and hiring managers to ensure seamless and efficient recruitment processes.

- ♦ Gathered and provided comprehensive feedback to candidates and hiring managers post-interview to facilitate decision-making.
- ♦ Maintained meticulous documentation of candidate profiles, interview notes, and recruitment activities to ensure compliance with company policies and regulations.
- ♦ Led and mentored a recruitment team, providing guidance, training, and support to achieve recruitment goals and deliver exceptional service.
- ♦ Developed and implemented strategic recruitment initiatives to attract passive candidates, reduce backout rates, and optimize candidate conversion rates from interview to joining.

Visa Status: Family Visa