

Ankeeta More

Dubai UAE

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- ◆ DOB - 22nd May, 1986
- ◆ Nationality - Indian
- ◆ Husband Sponsored VISA



OBJECTIVE

Looking forward for the establishment of career that offers an adequate platform for growth and at the same time continuously challenges my abilities and skills to ensure excellence.

PROFILE SUMMERY

- A dynamic HR professional with over 7 years of experience in Resourcing and Development, Recruitment, Employee welfare and Performance Management.
- Adept at handling employee grievances and people management.

COMPETENCIES

- Fast learner, adapt well to changes and pressures in workplace.
- Work effectively with diverse groups of people.
- Friendly with an upbeat attitude.
- Ambitious and committed to excellence.
- Committed to deadlines and schedules.
- Extrovert, Diplomatic and good decision making.
- Fierce determination and perseverance in achieving set goals.

EMPLOYMENT HISTORY

- **HR and Admin Manager at Colour Coats Private Ltd.
(August, 2018 – January, 2020)**

Key responsibilities:

- Implementing and revising company's compensation program
- Creating and revising job description.
- Conducting annual salary surveys.
- Performing benefits administration.
- Maintaining affirmative action programs.
- Overseeing recruitment efforts for all personnel, including writing and placing job ads.
- Conducting new employee orientation and employee relations counseling.
- Overseeing exit interviews and exit formalities.
- Maintaining records and reports
- Participating in administrative staff meetings.
- Recommending new policies, approaches and procedures.

- **Senior HR Executive at Laurent and Benon Hospitality Solutions.
(January, 2015 – June 2018)**

Key responsibilities:

- Executing entire recruitment process across all departments.
- Supervising recruitment, induction program and policy /procedures for employees.
- Planning human resource requirements with heads of different operational areas.
- Sourcing from different job portals and social networking sites and posting of vacancies on job portals.
- Studying and suggesting innovative sources for active and passive candidate recruiting.
- Coordinating with colleges all over India for campus placements.
- Scheduling interviews and assisting candidates in the interview process.
- Coordinating with recruitment consultants and networking.
- Completion of all joining formalities of new recruits.
- Preparation of HR monthly reports and attrition reports.
- Preparation of appointment and increment letters of employees.
- Responsible for submission of ESI and assisting in other statutory compliances.
- Supporting the department in the execution of HR policies and procedures.

- **HR Executive at Serco Global Services (February, 2014 – January, 2015)**

Key responsibilities:

- Involved in end to end recruitment only for Lateral Positions.
- Interaction with the managers on regular basis.
- Handled various skill sets.
- Posting ads in job portals and Networking.
- Sourcing profiles from buddy referrals, job portals, database, headhunting, etc.
- Co-ordinate & schedule interviews with the candidate and the technical team.
- Follow-up for feedback and keep the respective candidates informed of the same.
- Salary negotiation with the candidates.
- Walk-in Interviews as per the business requirement.
- Receiving candidates resume and short-listing according to relevancy.
- Managing Database of Candidates applying each day.
- Co-Ordination with Consultancies for required candidates.

- **HR Recruiter at Unique System Skills (June, 2013 – February, 2014)**

Key responsibilities:

- Constantly Calling Concern Clients to Check their Availability.
- Screening the Candidates identifying appropriate Technical Skill Sets and Short- Listing the Probable candidates for various skill sets at different levels of expertise aimed at sourcing best of talents.
- Convincing the Candidates on the Respective Offers, Terms & Conditions of the Firm, Negotiate Salaries /Rates in accordance with the Company's Approved Policies & Procedures.
- Explaining the requirements to the candidates and, scheduling interview with the technical team.
- Developed databases for client and candidates contact information.
- Recruited and hired candidates in state and out-of-state for contract, Contract-to-hire and permanent placements for all IT positions for multiple client companies.

- **Senior Associate (Operations) at WNS (December, 2009 – June, 2013)**

Key responsibilities:

- Was working for a process named Travelocity, in the accounts receivable department.
- Communicating with US client using e-mail and calls.
- Responsible for process and team targets, Turnaround time and Quality achieved by team.
- Maintain Daily and Monthly team reports in Excel.
- Worked as a Credit & Collections Analyst
- Secured Payments within defined due dates in the different delinquency buckets/brackets.
- Need to contact the clients via phone calls & e-mails to collect their past dues.
- Managed account of Travelocity, performed reconciliations and handled deductions.
- Managed Individual Portfolios.

EDUCATION

- Diploma in Human Resource Management from Welingkar Institute of Management in the year 2011.
- Bachelor of Commerce in year 2009.

COMPUTER PROFICIENCY

- Basic working knowledge of Ms Office – Word, Excel, Power point.

LANGUAGES KNOWN

- English
- Marathi
- Hindi

HOBBIES

- Listening to Music
- Networking
- Travelling

I hereby declare that the above information given by me is true to best of my knowledge.

Place – Dubai

(Ankeeta More)