**CURRICULAM VITAE**

**MANSI LAKHERA**

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**Burjuman, Dubai ( UAE )**

**Career Objective**

**To obtain a position as a Human Resources that will utilize my experience, knowledge and skills to fulfill the needs, goals, vision and mission of the company. Looking forward to an organization that offers a Challenging Stimulating Environment to work, provide Individual Development and offers prospects for long term personal development and Career Growth.**

**Educational Qualification**

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| **Post-Graduation** | **M.Com, IGNOU University.** |
| **Graduation** | **B.Com from Delhi university** |
| **10th & 12th Standard** | **Spring Days School, Ashok Vihar, CBSE board.** |
| **Professional Course** | **French Language from Bhartiya Vidya Bhavan ,New Delhi.** |

**Work Experience -**

* (Worked with ISGEC heavy engineering ltd, Noida as Corporate hr.)

(june,2018-November 2018)

Responsibilities -

* Craft recruiting emails to attract passive candidates.
* Screen incoming resumes and application forms.
* Interview candidates via phone, video and in-person.
* Review resumes and qualifications to determine suitability of candidates.
* Schedule and coordinate interviews cooperatively with hiring managers.
* Inform candidates fully about the job and company.
* Posting job ads and organising resumes and job applications.
* Scheduling job interviews and assisting in interview process.
* Ensuring background and reference checks.

## (Worked with Pacific Inn Hotels as HR for 2yrs and 3months)

(February 2016 - April 2018)

Responsibilities -

* Responsible for providing overall HR support so that the company maximizes its employee productivity and well-being.
* Assisted in the recruiting process, including pre-screening/interviewing candidates, completed pre-screen checks, interview forms and reference checks, and assisting with orientation documents.
* Conducted interviews for potential candidates and managed the hiring process for selecting new hires.
* Organizing screening, reference checks, and background checks prior to hiring applicants.
* Collecting, sorting and distributing any incoming job applications.
* Monitoring the work of recruitment.
* Carrying administrative duties.
* (Worked with SAI BIZ ASSOCIATES as HR Executive for 1 Year,2015 and 1 month,2016.)

SAI BIZ caters to manpower requirements of some of the leading hotels, multinational companies and corporate houses in the Middle East. They specialized in providing skilled and unskilled human resource solutions in various categories like Hospitality Industry, Sales Professional, Executive Professionals, Construction, Oil, Power and Gas, Call Centers, IT Professionals and Medical among others.

Key Responsibilities –

* Involved in full recruiting life cycle & end to end recruitment.
* Understanding client requirements and deciding on the recruitment strategy.
* Interacting with the delivery team on regular basis and prioritizing requirements as per the billable effective dates.
* Sourcing CVs from various channels such as referencing, company’s own database, Job Portals I.e. Monster, Naukri, and networking tools such as LinkedIn.
* Conducting Drives, Walk-ins and personal interviews.
* Arranging for technical panels and coordinating at all levels of Interviews.
* Conducting HR interviews to check the candidate’s suitability for the requirement.
* Providing timely feedback to the client on their requirements and to the candidates on their interview.
* Conducting induction for new joiners to create awareness of the Recruitment function.
* Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.
* Recruiting people at all levels, i.e. from experience range of 2-15 years for all permanent, subcontracting and direct positions.
* Planning and structuring of job advertisements on job portals.

(Worked in Auto Expo (An Exhibition on Automobiles and its Equipment) as Coordinator with M/s. Confederation of Indian Industry (CII) held in January, 2012 at Pragati Maiden, New Delhi.)

Key Responsibilities include:

•Escorting Chief Guests and VIP’s to the exhibition.

•Coordinate the flow of information both internally and externally.

•Coordinating with various departments of the organization.

•Facilitating the organization in every aspect.

•To ensure all standards of service set by the organization are adhered to.

(Worked in IREE (International Railway Equipment Exhibition) Events of CII in September, 2011 held at Pragati Maiden, New Delhi.)

Key Responsibilities include:

Coordination between organizing companies and CII

Developed and collated the database of the industry.

(Training Experience on Job)

•Trained on “Service Excellence” a training program emphasizing 100% guest satisfaction and creating WOW experience.

•Attended several workshops for Customer Relation and Personality Development

Conducted by the CII during the Expo.

(Awards & Achievements)

Participated in curricular activities in school level like Dramatics, Dance, sports.

(Strength)

Quick learner, hardworking, team facilitator, love challenges, the key to my success is positive attitude. I always set standards for myself and then try to achieve it with my full potential.

(Personal Details)

**Date of Birth : 20th March, 1990.**

**Gender : Female**

**Marital Status : married**

**Linguistic Ability : Hindi, English.**

**Visa : Husband Visa**