

REENA RAMAN



High-energy professional with experience in managing HR Generalist Operations targeting challenging assignments in Recruitment, Training & Development with an organisation of high repute, preferably in the FMCG industry

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Profile Summary

- MBA (HR) with experience of nearly 3 years in HR Operations, Recruitment, Induction, Appraisal Management, Employee Engagement and Training & Development
- Managed HR functions pertaining to part-time employees, campus recruitment, pre-employment process, events and new hire orientation for all locations
- Was a key member of the recruitment team that hired nearly 50 employees in a quarter
- Supported line managers through the full cycle recruitment and on-boarding process
- An effective communicator with excellent relationship management, interpersonal and negotiation skills

Core Competencies

HR Generalist Operations

Recruitment

Employee Engagement

Training & Development

Performance Appraisal

Employee Retention

NAUKRI FASTFORWARD SAMPLE

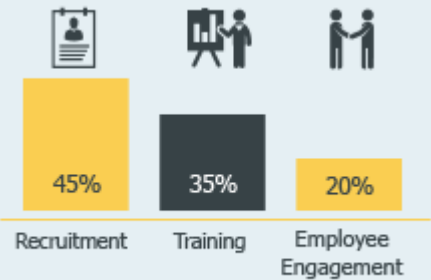
Work Experience

Dec'12 till date with Pepsico, Mumbai as Asst. Manager - HR

Key Responsibilities Handled

Role:

- Managing the recruitment process through cold calling candidates, phone screening applicants, attending career fairs, facilitating new hire paperwork and training for new employees
- Obtaining trainee feedback for determining the effectiveness of training programs & shared the same with the Trainer and Business Manager
- Working on various HR activities such as:
 - Organizing of work space for new employees
 - Updating personnel files and employee status changes
 - Reviewing annual performance reviews



Highlights:

- Facilitated 'Employee of the Month' program which proved to be an effective staff motivation tool
- Planned and organized events and fun activities such as Family Day, New Year Day, Diwali Celebration, etc. for employee engagement and other common celebrations

Education

- MBA (HRM) from Symbiosis Institute of Management, Pune in 2012
- BBA from Mumbai University in 2010

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Personal Details

Date of Birth: 10th Oct'1991

Languages Known: English, Hindi and Marathi

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