

RESUME

JHARNA KATHAIT

Personal Information

DoB: 12th Nov '83

Mobile: +91 9825392213 E-Mail: jharna.kathait@gmail.com

Education

Degree	University/Board
10 th	CBSE
12 th	CBSE
B.Com	M S University, Vadodara
PGDBM HR	IGNOU
LLB	S.P University, Anand
LLM	S.P University, Anand

Professional Experience

Advocate

Since - 2018 - 22

- Practicing as an Advocate at Vadodara District court.
- Practicing Civil, Corporate, Criminal, Family and Income Tax Laws
- Good at Drafting Petitions, all types of Deeds, Contract Agreements, etc.

Mphasis Co. Ltd.

12/09 - 08/10

HR (Operations) - Baroda & Ahmedabad

- Handled operational processes for two centers Baroda & Ahmedabad.
- Complete On boarding of new joiners on People Soft (HRMS).
- Handled complete induction process.
- Looking after all compliances regarding ESIC & PF along with coordination with the ESIC inspector and ESIC vendor.
- Verification of the documents submitted by the new joiners and processes the reference check.
- Faced audit for HR - Ops for both location.

- Handled a team of three persons who deal with all documentations & data entry.
- Coordinated with outside vendor like bank and hotels.

**Jhaveri Securities Ltd.,
HR (Recruitment)**

7/08 - 10/08

- Identified current and prospective staffing requirements, prepared and post notices and advertisements, and collected and screen applications.
- Advised job applicants on Employment requirements and on terms and conditions of employment.
- Reviewed candidate inventories and contacted potential applicants to arrange interviews and arrange transfers, redeployment and placement of personnel.
- Advised managers and employees on staffing policies and procedures.
- Implement cost effective sourcing strategies for identifying high quality talent in response to staffing at all levels
- Conduct the interview and selection process, partnering with the hiring managers and other interviewers to define interview strategy and frame offer packages
- Executed strategic sourcing techniques to include a variety of resources such as internet, advertising, employment agencies, internal and external databases, employee referrals, direct sourcing and job fairs

**Alembic Ltd.
HR Operations**

4/07 - 4/08

- The HR Department at the Alembic's corporate office caters to the HRM needs of various units of the Alembic group.
- Being appointed as HR Executive, I carry out various administrative & managerial duties relative to the Human Resource & Personnel Management Department.
- My Day-to-day responsibilities included the following:
 - Inducting new employees.
 - Hiring candidates into Alembic's HRMS.
 - Handling all PF Transfers and salary issues.
 - Execute all the joining formalities of new employees.
 - Keeping track of leave records.
- My responsibilities also included maintaining all Employee Records especially for candidates confirmed (permanent) with the company.
- I was also involved in conducting Exit Interviews.

Siemens
HR Administrator

11/06 -02/07

- In the role of a HR Admin., I looked after various administrative processes of the Siemens HR Department for their Baroda facility.
- As a part of my daily routine I worked on the Siemens SAP ERP System's HR Module.
- My basic functions also included keeping a track of incoming / outgoing logs of all the employees, primary screening of candidates, and also created a skill specific biodata for all the existing employees for Employee Dialogue (ED) and updating the requisition forms as the positions got filled.
- Acted as a point of contact for interview setups, by coordinating with the Department Managers and candidates.
- I was actively involved in documentation, issue and drafting of various HR related documents like Pre-employment Medical check-up letters, Offer Letters, Probation Reports, and Employment Confirmation Letters.

GCI

09/05-09/06

Technical Recruitment Specialist

- GCI is a Staffing company providing IT and IT Staffing solutions to Major Fortune 100 companies of United States.
- I have Hands-on experience with the Entire Recruitment Lifecycle.
- I have handled various Process based, and Direct Clients in Major Domains.
- My duties also include conducting telephonic interviews of US Citizens, negotiating with consultants in order to earn a higher Net Profit margin for GCI.