

### **CAREER PROFILE:**

A proactive and result driven with experience into HR (Hiring, Onboarding, Sourcing, Screening, Interview coordinating,

Qualifying and following up for closing candidate committed to client services) & marketing research Specialist (SAP, HRMS, WEFTAS, MDM, JIRA and STAR-TRACK Applications),

A dynamic go-getter learner with ability to work under pressure and meet deadlines.

### **SKILLS:**

- Pre-Screening Candidate
- Time Management
- Internet Research
- Team Leading & Management
- Well versed with MS Office, Advance Excel tools (V-lookup), and Powerpoint.
- POS Data Analysis & Management.
- Reporting and presentation skills.

### **PROFESSIONAL EXPERIENCE:**

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Ericsson	- HR-Administrator Apr'2022 - Till
HR	- Freelance since Oct'2021 – April'2022
GFK	- Market Research specialist (Jan 2020-Oct'2021)
IBM	- Practitioner -Market Research (30 Nov20 18- Jan 2020).
Future Group (Big bazaar)	- Intern (June 2018 – Nov 2018)

#### **Ericsson – HR-Administrator (Apr'2022-Till)**

Currently working with Ericsson as an HR Administrator and handling Hiring & Onboarding of newly recruited candidates from India, Russia, Malaysia, Australia, Sweden, Thailand, Transfer cases of current Employees from one country to another country, BGV of New Employees.

HRMS Data creation and employee profile creation on SAP within the given TAT.

Responsible for closing 8-10 profiles on daily basis with includes managerial IT candidates.

Member of FUN Friday Team & responsible for virtual team activities.

Working on **PA20, PA30**

#### **Freelancer – HR (Nov'2021- Apr'2022)**

Hiring Candidates through Job Portals and Social Media for different clients Such as Naukri.com, Shine.com, Internshala, Indeed, Freelancer.com, work India, Apna Job, Times job, LinkedIn and through other social media network for potential candidates.

- Lead creation of recruitment plans for all new positions.
- Job Posting through Naukri.com, Indeed and shine.com.
- Lead creation through Resdex Search engine of Naukri.com.
- Pre-screen all resumes on the basis qualification, Experience & Background prior to sending them to corporate hiring manager for consideration.
- Engagement Activities through Online & offline games (Tambola (Bingo), Ludo, Ice-Braker, Eiffel Tower, Etc)
- Have knowledge of ESIC Registration, TIC Form and ESIC benefits for employees.
- PF Contribution and PF Withdrawal.
- On-boarding and Documents uploading of candidates through betterplace software.

### **GFK- Growth from Knowledge (Jan'2020- Oct'2021)**

- Support the HR in planning and execution of employee engagement activities for the employees.
- Take initiative during covid in implementing virtual game activities for My Team.
- Ensuring the Quantitative & Qualitative control of Market Data. Preparation & submitting of report to the Client, complying with all global and client requirement with in set deadline using Excel and other data processing Tool.
- Experience in product-based coding and processing on POS Data.
- SPOC for Delivery accurate and productive performance data.
- Team leading in absence of the Manager.
- Responsible for extracting the productivity report and analyzing the performance of the team on Daily basis to meet the target of Team effectively.
- Based on clients need have to share my expertise and provide ideas for process improvement.
- Responsible for handling VIP retailers submitting on Time.

### **IBM (30-Nov-2018-Jan-2020)-Market Associate**

Creating the database by analyzing the raw data provided by the retailers and distributor of GFK to determine the sales trends of particular type of product in certain region of the country.

Surfing information over internet about the characteristics of different products for categorization, classification and updating information over the item creation tool.

### **Big Bazaar (Future Group) - internship**

- 6 Month Internship on "Study the impact of Employees Welfare Programs".
- Maintain Dossier of store employees with their Doc such as ID proof, Address proof, Offer & appointment letter Educational certificates, personal info form,. Etc
- Taking care of store level employee engagement activities (Cricket, Badminton, Volleyball, Indore activities)
- Generate Employees TIC Form and done ESIC registration of employees along with store HR.
- Done on boarding of candidates Sparsh and ZingHR .
- Uploading Roster of employees as per given by respective Department manager.
- During Big days help Store HR in staff refreshment and giving them appreciation cards.

### **Software Knowledge**

Betterplace, SAP, ZingHR, Sparsh, POS , MS-office tools , ETC..,

### **EDUCATION**

MBA	- GLA University Mathura, India 2016-2018
BSC	- CSJM Kanpur 2012-2015
Senior Secondary	- CPVN Farrukhabad India- 2012
Secondary	-Saraswati Vidhya Mandir Farrukhabad, India 2010

### **PERSONAL DETAILS**

Father Name : Shri Krishna Tiwari  
Date of Birth : March 10, 1995  
Language Known : English, Hindi  
Marital Status/Gender : Married /Male  
Permanent Address : Farrukhabad (UP)

**DECLARATION:** I hereby declare that the above-mentioned information is correct up to my knowledge.

**Place:** Lucknow

**Signature:** Mayank Tiwari

