

Tanvi Kerkar SHRM-CP



Sr. Recruiter / HR Generalist

Eden Prairie, MN || tanvibkerkar@gmail.com || 224 - 381 - 2034|| US Permanent Resident

SUMMARY:

Dedicated professional with 5.5 years of work experience in recruitment, specializing in Product Industry. Handled multiple clients in Application and Product domain catering to Clients such as Best Buy, Thomson Reuters, Clarivate, Cummins, Abbott, Redwing shoes, 3M, Charles River laboratories and Pearson. A Human Resource expert functioning in the areas of office management, administration, compensation, payroll, employee relations, and recruitment.

- My accomplishments include the Source, screen, strategy in revenue generating roles, across the United States including skills sets such as Salesforce Administrators/BA/Developers, Web Content writers, Help desk, Network Administrators, BSA, Data Analysts, HR, Accountants, QA (Automation and manual), Senior Java developers, Data Entry, Customer Service, BI, Compliance Monitoring Assistant, Paralegals and Technical Writers.
- Ensure legal compliance regarding federal and state employment laws
- Boosted employee retention thereby reducing recruitment cost.
- Further advance the diversity recruiting strategies and employee referral programs.
- Added new clients and attended job fairs to cultivate relations with companies and HR
- Worked with the financial institutions to automate salary disbursement
- Create, define and document college recruiting and intern strategy and target top schools.
- Successfully created 100+ client interviews in a span on 1.5 years.
- Handle 3- 5 job orders at a time.
- Participates in all client business meetings.
- Handled end to end full employment life cycle.
- Support and Ensure mandatory training completion by consultants.
- Handled employee worries and the complaint process.

Skills and Tool Set:

- VMS - Field glass, Beeline, IQ Navigator, People fluent.
- Job Portals - Indeed, Monster, Dice and LinkedIn
- ATS - Job Diva
- Onboarding - Sign Now
- Background Check - Hire Right
- Microsoft Office: Word, Excel, Power Point

Work Experience

Sr. Recruiter / HR Generalist
Javen Technologies Inc
Bloomington MN
June 2017 to Present

- I have recruited for companies that have ranked in Fortune's 100 Best Places to Work and some of the largest companies in the United States.
- I specialize in full-cycle recruitment which includes sourcing, candidate generation, development and implementation of strategic recruiting process and initiatives.
- Onboarding of new employees
- Performing E - Verify
- Working on Direct Client requirements and also with Implementation partners.
- Negotiating rates with vendors to obtain fair market price for each position.
- Good Experience working on US tax terms (C2C, W2,1099)
- Maintaining the database of all the Consultants and Employers.
- Taking a Preliminary round of interview so as to judge the communication and the abilities of the candidate before submitting to the client.
- Scheduling and coordinating interview for the short-listed candidates.
- Verifying the Visa copies of the consultants like I-797, GC, OPT, CPT
- Trained and assisted new joiners in the process.
- Maintaining good relationship with client managers and vendors.
- Assist with employee relations issues including conflict resolution and counseling.

Ananya Manpower Solutions Pvt Ltd
Assistant Manager HR
December 2014 to February 2016

- Recruitment of candidates across skills through different sources for reputed clients such as CommScope, Rosenberger, Lupin , Colorcon , GKB etc
- Responsible for Attendance management, Payroll, Leave applications, Police Verification.
- Issuing letters of appointment, confirmation, promotions, experience letters etc.
- Controlling and maintaining records of other monetary & non-monetary benefits, travel, accommodation and other administrative functions.
- Organize details of events with vendors such as conferences, charity events, trade shows, sales meetings, business meetings, employee appreciation events and virtual events.
- Grievance Management- To develop a bond with employees. To act as a bridge between employees and senior management. To resolve employee related issues by counseling, mentoring or taking stringent actions if necessary.
- Employer Branding- To brand the company as a good employer in the eyes of the employee. To ensure positive internal personal relations to give the employee a sense of pride and security for the company.
- Addressing reasonable causes for separation & addressing bottle-neck issues.
- Streamlined and documented process for travel and reimbursement policy.
- Conducting exit interviews and exit analysis report based on the feedbacks received.

HR Recruiter
Ananya Manpower Solutions Pvt Ltd
May 2013 to December 2014

- Studying the client's coursework & understanding their necessities.
- Sourcing & identifying the right resources through, existing database & portals.
- Manage new employee relocation by determining new employee requirements; negotiating with movers; arranging temporary housing.
- Determine applicant requirements by studying job description and job qualifications.
- Speaking/Emailing to the short listed resumes & checking their availability & forward the interested candidates resumes to the clients against the requirement.
- Interviews follow up with the client. Coordination & scheduling the short listed resumes.
- Training the candidates on interview pattern & interview tips for all the rounds of interview.
- Coordinate interviews efficiently and make the event happen.
- Maintain good client relationship, rapport, and get repetitive business from the existing clients.
- Coordinated job postings both internally and appropriate job boards such as LinkedIn, job boards, colleges, Monster, Shine, Professional Organizations and Social Media.
- Coordinated complex interview schedules, some including travel accommodations.

HR Assistant

Mahalaxmi Builders

May 2012 to May 2013

- Maintaining the master database and personnel files.
- Responsible for time office activities such as data entry of new joiners.
- Record, maintain and monitoring attendance of employees.
- Maintaining / updating of attendance sheet & leave record for calculation
- Visit potential customers for new business, Provide customers with quotations
- Negotiate the terms of an agreement and close sales

Education

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- **University of Minnesota College of Continuing & Professional Studies**
 - **Masters in Computer Management**
 - **Post Graduate Diploma in HR**
 - **Bachelors in Computer Science**

Certifications:

- **SHRM-CP**

February 2018 to February 2021
<http://bcert.me/slkqstgk>

