

Milind Ranalkar

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Permanent Address

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Koperkhairane
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CAREER OBJECTIVE:

To excel and perform in this highly competitive environment by using my HRD/Recruitment skills, to an extent beyond ones expectations, in fulfilling the organizational needs, by being loyal to my work, the people I work with and above all the Organization itself.

PROFESSIONAL SUMMARY:

- Over **15 years of work experience** including **15+ years in Recruitment (HR)**
- Currently working with **Vijay Suraksha Realty LLP** located at Thane in the role of Sr. HR Admin
- Previously worked **Saturn Solutionz** located at Navi Mumbai in the role of Sr.HR-Executive.
- Started my career with **Reliance Info streams Pvt Ltd.** India's most Trusted Brand in Telecommunication as [Customer Service Representative]

EMPLOYMENT HISTORY:

Company	Duration	Designation	Location
Vijay Suraksha Realty LLP	March 2013- Till Date	Sr.HR Admin-Executive	Thane
Saturn Solutionz	Nov 2006-Feb 2013	Sr.HR-Executive	Navi-Mumbai
Reliance Info Streams Pvt Ltd.	Feb 2004 – Nov 2006	Customer Service Executive	Navi-Mumbai

IT SKILLS- KNOWLEDGE:

Operating System	Windows 98/ Windows-XP
Packages	MS Office-Word, Excel, PowerPoint

EDUCATIONAL QUALIFICATION:

Degree	Institute	Board/University
B.Com	Motilal Jhunhunwala's-ICLE'S College,Vashi Navi Mumbai	Mumbai University
H.S.C	Motilal Jhunhunwala's-ICLE'S Junior College,Vashi Navi Mumbai	Maharashtra State Board
S.S.C	Fr. Agnel Multipurpose School, Vashi Navi Mumbai	Maharashtra State Board

ADDITIONAL QUALIFICATION:

- Completed **Post Graduate Program in Human Resource Management** from Indian School of Business Management in August 2008 with **75%**.
- Diploma in Computer Management, from Data Pro Institute Vashi New Mumbai in Year 1999

ORGANIZATIONAL EXPERIENCE:

- Vijay Suraksha Realty LLP- Working as Sr.HR Admin-Executive**
18th March 2013 – Till Date

Role & Responsibilities:

- Handling HR round of interview (analyzing candidate's profile, behavior, attitude, skills, position, salary, relocation).
- Giving an overview of the company and its services to the candidate so that they get well acquainted with the organization.
- Database, employee referrals,Resume hunting etc.
- Planning and executing Employee Referral Programs to meet hiring requirement.
- Conducting telephonic reference check before the employee is on board
- Rolling out Offers & Appointment Letters
- Salary Negotiations & Documents/Background Verification
- Joining formalities
- Exit Interviews

Role & Responsibilities: (Admin)

- **Communications (VSRLLP)**
 - PRI Lines
 - Managing 3 PRI lines (TATA & Vodafone) for Corporate office
 - Negotiation with service providers for tariff rates.
 - Co-ordination with telecom authorities for timely resolution of issues.
 - Handling the bill payments.
 - Mobile connections
 - Authorized signatory for new mobile subscriptions across all service provider.
 - Includes new connection, cancellation, transfer, waiver, SIM change, etc.
 - Verifying each bills and submitting for payment process.
 - Handling queries and complaints related for mobile connections.
- **Transportation (VSRLLP)**
 - Vendor negotiation and finalization.
 - Understanding the requirements of Sales Department and arranging Vehicles for clients visits.
 - Arranging vehicles at the time of event
 - To Check and verify the invoices and process for payments.
- **Printing and Stationary (VSRLLP)**
 - Printing of visiting cards.
 - Printing of CRF(Customer Registration Form)
 - Distribution of stationeries to staff.
 - Raising PO for stock replenishment and new requirements.
 - Vendor negotiations and finalization.
 - Verification of bills and sending for payments.
 - Vendor management.

2. Saturn Solutionz - Working as Sr.HR Executive

20th Nov 2006- 21th Feb 2013

Role & Responsibilities:

- Managing complete recruitment life cycle for sourcing the best talent involving head hunting, job posting/sourcing the profiles through job portal; short listing & Identifying specialized candidates; scheduling interviews.
- Handled mass recruitment projects for various positions like Corporate Sales, Marketing & Sales Executives.
- Sourcing screening, short listing and scheduling interviews of candidates with internal and external customer as well.
- Sourcing profiles from various job portals (Naukri, also from internal database, and through references.)
- Taking telephonic and personal interviews of the candidates.

3. **Reliance Infostreams Pvt Ltd**- Worked as CSR in Billing Back office
12th Feb 2004 – 17th Nov 2006

Role & Responsibilities:

- Solving customer's queries pertaining to billing issue.
- Entering customer's date/details in system.
- Making out calls to the customer and informing about the resolution.
- Explaining the customer about the first bill

ACHIEVEMENTS:

- Got certificate as best performer with in 2005 with Reliance InfoStreams.

PERSONAL PROFILE:

- Date of Birth: 20th June 1980
- Gender: Male
- Marital Status: Married
- Nationality: Indian
- Languages Known: English, Hindi, Marathi & Gujarati.
- Hobbies/Interests: Playing Chess
- Reference: On Request

DECLARATION:

- I assure that the above furnished information is true to the best of my knowledge.

Date:

Place:

(Milind Ranalkar)