

Agema D'souza

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Profile Summary

2+ years of experience as a Self-Motivated and Result Oriented Professional in domains – US & Canada HR operations, Background Check and Drug Test, Grievance Handling, Performance Management, Training and Development and Other Functional HR activates.

Academics

Course	Institute & Board	Year of Passing
PGDM	Oriental School of Business, Approved by AICTE. (Specialization: Human Resources & Marketing)	2018
Bcom	GVM's GGPR College of Commerce and Economics, Goa University	2016
H.S.C	GVM's SNJA Higher Secondary School, Goa Board	2013
S.S.C	V.D.& S.V Wagle High School, Goa Board	2011

Key Projects & Internships

- **Company – Divine HR Solutions** *Duration: March 2017 – May 2017 (2 Months)*
Title – Recruitment of candidates for Internationals in Hospitality Industry
- **Company – Nirmal Lifestyle Pvt Ltd** *Duration: June 2017 – November 2017 (5 months)*
Title – Recruitment and Onboarding of the Candidates

Professional Experience

- **Company – Silverlink Technologies Pvt Ltd (Andheri, Mumbai)**
- **Designation: Sr. HR Executive** *Duration: Apr 2019 – Till date*
 - To handle the complete life cycle of Employee/Consultant based out in US and Canada Post Recruitment.
 - Responsible to complete the On boarding and Off Boarding Activities (Documentation, Compliance, Background Check and Drug Test).
 - Verifying and taking care of the Background process of the consultants - Initiating, Tracking and Adjudication.
 - Handling the MSA queries of the vendors and making changes accordingly for the good vendor as well as Business Relations. Also making sure that all the points are Complaint.
 - Act as a first point of contact for Consultants/ Vendors for all the queries related to payroll, benefits, expenses etc. Follow up on time sheets and invoice with consultants for payroll processing.
 - Seeking regular feedback and handling queries/ grievances/ escalations/ concerns with prompt and timely response, Maintaining good and effective relationship with consultants, Providing support to Recruiters and Account Managers when they have questions related to Human resource Conduct background check of candidates and Collect/ review any visa document/Work Authorizations.
 - Handle immigration query from contractors for their visa. Providing the documents to the Consultant/Vendors needed for RFE or Visa extensions also coordinate with the Client for the documents required for the Amendment or RFE of the Contractor. Manage and Maintain database for immigration contractor run audit on Visa expiration weekly.
 - Making the Complete Hiring & Joining checklist reports. Preparing MIS reports as required by management information needs; preparing reports like LOC weekly and NOC monthly offer and joiners.
 - Coordinating with the Client/Vendors/Contractors for the smooth FnF of the Contractors in Off Boarding Process.
 - Coordinating with the consultant in order to know whether they are comfortable with the requirement. Negotiate rates With the Vendors/ Clients.
 - Coordinating with the different BGV companies for Account Opening and Creating BGC Packages as per Client BGC requirements.

Extra-curricular Activities & Interests

- Member of a project on the schemes offered by Goa Government and the banks to the entrepreneurs for their startups (specially woman entrepreneurs)
- Trained in making wax items
- Hobbies: Dancing and Listening Music

Personal Details

- Father's Name: Ruzario D'Souza
- Mother's Name: Bostiana D'Souza
- Date of Birth: 17th November 1995
- Gender: Female
- Marital Status: Single
- Languages Known: English, Konkani, Hindi and Marathi
- Address: H. No. 147/3 Church Colony Mangeshi Ponda Goa 403404.

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Date:

Agema D'Souza