
 Gulfjobseeker.com <i>Helping you to search best jobs & talent since 2002!</i> APPLICATION FORM - NEW REGISTRATION NOVEMBER-2014		Profile Score 	
Recent Photograph		Date	18/NOV/2014	CV No	99600
Profession / Specialty		HUMAN RESOURCE			
Industry / Projects		IT/EDUCATION			
Nationality	INDIAN	Place of Birth / City of Origin	INDIA		
Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated		
Religion	HINDU	Birth date (DD-MON-YEAR)	21/02/1980		
Languages	Mother Tongue MALAYALAM	Other Languages	HINDI, ENGLISH, TAMIL		
Qualification	MBA, MSC-PSYCHOLOGY, MLM				
Gulf Experience	2 Years 3 Months	Total Experience	9 Years 10 Months		
Gulf Driving License	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Visa Validity Date	D 25 M DEC Y 2014	Visa Status	<input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent		
Employment Status	<input checked="" type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed				
Last Salary Drawn	45000 Rupees per month	Last Salary Verified	<input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract		
Expected Salary	12000 per month AED	<input type="checkbox"/> Salary Increment Letter	<input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement		
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/>					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes <input checked="" type="checkbox"/>					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes					
What is the reason for your Job Search? : Better prospects.					
How many jobs you have applied so far?		50			
How many interview calls you have received so far?		5			
What is your talent? Describe in detail. I am a HR Professional with 10 years of experience in HR					
PCL Certificate	Gulf Experience	High Academic Scores - Mark Sheet	1	Worked 2+ yrs with employer	1
Fitness Certificate	Gulf / Intl Driving License	Post Graduate & Above Education	1	Promoted in Previous Job	
IT Literacy	Arabic Proficiency	On Job Training Certificates		Awards or Appreciation	
		IELTS Proficiency		Experience Verified	
Bonus Score	+ Gulf Score	+ Education Score	2	+ Experience Score	1
Based on documents verified by our HR Assistants the candidate has achieved total score points of				= Total Score	3

CAREER VISION

Aspiring for a challenging opportunity for a growth oriented career in **Human Resource** in an organization of repute.

PROFESSIONAL SYNOPSIS

- Competent HR professional with Ten years of HR experience - (BPO, Education, IT, and Manufacturing with Gulf experience).

Key Skills:

Recruitment, Induction, Training, Employee Relations, Performance Management, handling Disciplinary issues, Vendor Management, Developing HR policy, Attrition Analysis & controlling mechanism, Establishing Organization structure, Compensation and Exit process.

Employment:

- Bahwan Cybertek, HR Specialist-, Professional Service,.
- Hindustan University, Executive-HR, (End to End HR) Recruitment and Employee Relations.
- Optimus Global Services, Senior Executive-HR, Employee Relations.
- ICFAI, RA-HR, Recruitment, Training and Performance management.
- Chidambaram Shipcare, HR-Executive & Admin, Recruitment, ER and Administration.

Education:

- MBA -Human Resource & Marketing from Kannur University, Kerala.
- MSC-Psychology from Madras University.
- MLM- Labour Management, Annamalai University.

Certification:

CHRM Certified HR Professional (International HR Certification)

HRMIS Tools Equipped:

- Adrenalin Software: HRMIS tool of Polaris used in Optimus for Employee Relation-HR.
- Oracle software: HRMIS tool currently using in Bahwan Cybertek for HR activities.

WORK EXPERIENCE

- 1) **Chennai /Muscat. (IT and Education Industry)**
Professional Service- HR Specialist (Recruitment and Employee Relation)
May 2012 to Till Date

Key Responsibilities:

- Managing a team of three to Design, Develops, create & implement **talent acquisition strategies** to meet the hiring requirements and Employee Relation activities.
- Manage & processed **residency visa/permit** applications for employees travelling to Oman.
- Manage new employee starter process and employee Induction.
- Ensure that all **policies** are communicated to employees and update HR policy as required.
- Sending monthly **payroll report**- to finance team after validation.
- Acting one point contact for the newly joined employees (ER-HR).
- Travelling to Muscat (Oman) for the Employee relation work.
- Sending emails for Service Anniversary and Birthday Emails to the Employees.
- Mapping IT resources to different projects using **Oracle Software**.
- Publishing **attrition** reports monthly and tracking headcount by receiving inputs from AVP.

Achievement:

- Recruited 150 plus employees through various sources of recruitment from 2012 to 2014.
- Updated Payroll report with attrition, which helped to track absconders.
- Initiated sending emails to employees for their birthdays and Service Anniversary.
- Published Attrition reports with Analysis to Management on a monthly basis.

Team Size:

- Leading a team of three members and reporting to AVP in Muscat.

2) Hindustan University, Chennai, India. (Education Industry)
HR- Executive-Human Resource, End To End HR, June 2010 to April 2012

Key Responsibilities:

- Organizing interviews for candidate and selecting as per the requirement.
- Negotiating salary and finalizing offers to both teaching and non teaching.
- Conducting Induction for new hires to understand the company's policies, value and corporate culture.
- Measuring the performance of the staff based on the set guidelines and proposing revised hike to the management.
- Preparing training plans, conducting training programs for the faculties (FDP), and measuring the effectiveness of the training.
- Conducting various disciplinary enquires. Preparation and issue of Memo, Enquiry notice and other disciplinary letters.
- Identifying star performers and giving awards (Awards like Best attendance, best faculty, Best department, publications etc).
- Preparing various contract letters and Documents for the vendors (Manpower Consultants, Security, Cafeterias etc). This includes agreement letters, renewal letters, processing payments and receiving rents etc.
- Validating the payroll report and updating salary master report and sending to Accounts Dept.
- Submitting monthly HR report to the management.
- Preparing the full and final statements for leavers in conjunction with the Accounts Team.

Achievement:

- Recruited 65 employees through various sources of recruitment from 2010 to 2012.
- Developed and implemented the 360 degree performance appraisal system for non teaching staff.
- Developed and Implemented Attrition Analysis.

Team Size:

- Handling a team of three and measuring their performance on a monthly basis by giving feedbacks.

3) OPTIMUS GLOBAL SERVICES LTD, Chennai, India (BPO), Sister Concern of Polaris

HR- Senior Executive - Human Resource Aug 2007 to April 2010

Key Responsibilities:

- Conducting Induction for new hires to help them understand the company's policies, value and corporate culture.
- Conducting Open House, Skip level meetings and publishing MOMs with regular feedback.
- Initiating all fun @ work related activities on a monthly basis.
- Conducting cultural and outdoor sport events by forming cross functional committees.
- Identifying Star performers at different levels and publishing through posters and HRMIS.
- Conducting 30 & 90 days feedback and RAG analysis.
- Responsible for supporting Operations in controlling attrition and ensuring that the findings of Exit Interviews are shared with operations on timely basis.

- Handling and owning the complete cycle of Appraisal employees.
- Calculation of hikes based upon the ratings given by the team.
- Preparing Payroll input every month for newly joined employees and updating salary master.
- Preparation of Final Settlements for leavers in conjunction with the Finance Team.
- Publishing attrition reports monthly and tracking headcount of the processes on a daily basis.

Achievement:

- Prepared Business-HR Report to analyzing the reasons for Attrition.
- Initiated HOTQ, Platform for all functions to give feedback to improve the process.
- Initiated Fun @Work for the first time in Optimus and coordinator for 2+years.

Team Size:

- Handling a team of four and measuring their performance on a monthly basis.

4) ICFAI INC-HQ, Hyderabad, Andhra Pradesh, India. (Education Industry)) Research Associate -Human Resource, Employment Period - Feb 06-July 07

Key Responsibilities:

- Screen and shortlist resumes, schedule interviews and make offers.
- Assisting Associate Dean in measuring the performance of the faculties.
- Conducting Faculty Development Workshop and Training for the faculties.

5) CHIDAMBARAM SHIPCARE PVT LTD. Cochin, Kerala, India. (Manufacturing Industry) Executive-HR & Administration, Employment Period- Nov 04-Jan 06

Key Responsibilities:

- Recruit staff as per the requirement of operation dept and take care of all welfare measures.
- Measuring the performance of employees regarding their output, reaction and impact.
- Administer salary and wages of staff and union workers and ensure compliance with all applicable statutory include PF Act, ESI Act, Contract labor Act etc.

ACADEMIC SKILL SET

- M.B.A -HRM & Marketing, 2002- 2004 - Kannur University, Kerala.
- MSC-Psychology 2007-2009, Madras University, TN
- MLM - Labour Management, 2010-2012, Annamalai University.
- B.A -Travel & Tourism, 1999-2002 - Calicut University, Kerala.

EXTRACURRICULAR ACTIVITIES

- Key Coordinator of College (cultural) entertainment activities.
- Represented College for football at district level events.
- Represented School and won medals in athletics in South India.

PERSONAL DETAILS

- Date of birth: 21 February 1980.
- Gender : Male
- Passport No: , Expiry Da
- Languages known: English, Malayalam, Hindi and Tamil.
- India.