# Curriculum Vitae

Patson

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**Objective:**

To become an asset in your organisation by using skills to the best of my ability and to learn continuously for self – improvement and thus making further contribution in the organisation.

**Career Snapshot:**

**Executive** **Human Resource – Business Partner (December 2013 – March 2015)**

**Hangyo Ice Creams Pvt. Ltd., India.**

**Hangyo Ice Creams Pvt. Ltd.,** started in the year 2002, is one of the leading Food Manufacturing Company of **Sri Krishna Group** in South India which manufactures Ice cream, Milk and Milk products.

As a Human Resource – Business Partner, my responsibilities include implementing process, policies and lead the function through constant interaction with business leaders. Working closely with Head HR (P&A) in driving Talent Acquisition, Organisational and Capability Development, Employee Engagement, Compensation and Benefits and Full Fledged training to the new joiners.

**Key Responsibility Areas:**

KRA’s primarily include: Recruitment, Induction, Employee Engagement Activities and Coordination.

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| **KRA** | **PERFORMANCE PARAMETER** |
| **RECRUITMENT** | * Hire people for sales and Marketing in the Head Office and Regional Offices as per requirement and budget plan. * Analyze and Adopt various tangible sources for hiring. * Support Head HR in hiring wherever required |
| **INDUCTION** | * Issue offer letter and follow up with candidate for joining * Carry out joining formalities as per policy of new join * Carry out induction training as per the policy framework. * Keep records of personal files of all employees. * Collect feedback from the new joiners about induction. * Share the feedback with Managing Director. |
| **EMPLOYEE ENGAGEMENT ACTIVITIES** | * Identify outstanding performer employee month on month for recognition. * Identify outstanding performer for the quarter under “most   Valued employee”.   * Conduct birthday celebrations for employees and stress busters. |
| **COORDINATION** | * Coordinate with Head HR for implementing new policies and process. * Weekly meetings with Head HR and MD for sharing any ideas and suggestions from the employees. * Coordinate with functional heads and deliver organizational requirements as appropriate. |

Apart from these, was also trained for Administration of Head Office and Factory,

Marketing team sales coordination and sales report documentation using MS Dynamics ERP-NAV and part aspects of Logistics and Accounts.

**Achievements:**

* Won First place in Hungaro Ring Way – HR event conducted during FLAMES-2012.
* Management fest held on 8 March 2012 at P.A. College of Engineering, Mangalore.
* Won second place in the University level inter collegiate quiz competition held at Venkataramana College, Mangalore on 23 Sept, 2009.
* Participated in Mangalore University level Commerce and Management fest in the Year 2009.
* Represented the college cricket team and won runners up in Mangalore university Inter college cricket tournament.
* Active member in Indian Catholic Youth Movement, Mangalore, India.

**Strengths:**

* Leader Charisma.
* Multi-Tasking and ability to work under pressure.
* Dynamic Team Player.
* Supportive and Committed.
* Quick Learner under minimal supervision.
* Adaptable to situation.

**Additional Course:**

* Certification in MS OFFICE 2007.
* Tally.

**Educational Summary:**

* **Bachelors of Commerce from Mangalore University, India – 65%**

**Personal Details:**

Date of Birth : 11.09.1989

Sex : Male

Marital Status : Single

Languages Known : Hindi, English, Kannada and Konkani.

Hobbies : Playing Cricket, Music, Singing, Travelling and Adventure.

**Visa Details:**

**3 months visit visa valid until**

***I hereby state that all the information above is true and correct to the best of my knowledge.***