Assistant Manager HR with 5+ years of experience in all aspects of HRM

A reliable, determined professional with management and problem solving skills -Resourceful, self-motivated and goal oriented.

Believes in TEAM - “Together Everyone Achieve More”

**Professional Profile**

* Having over 5+ years of experience in Human Resources Management, Industrial Relations, Recruitment, Training and development, Organizational Development, Employee Engagement etc. with reputed organisations.
* Excellent relationship management skills with positive attitude.
* Result oriented HR professional with diverse experience in HR processes.
* Well versed in executing HR processes like Recruitment, Talent Management System, Employee Retention & Engagement Programs, Compensation Review, Motivational Programs, Reward Schemes etc.,
* Handling various MIS reports aligned to the business goals.
* Proven ability of working in diversified culture.
* Energetic self-starter with excellent organizational and communication skills. An out-of-the-box thinker with leadership skills and demonstrated abilities to meet deadlines & work under pressure.

**Areas of Expertise**

***Hiring***

* Overall co-ordination of manpower planning, recruitment, salary fixation, on-boarding exercise, orientation & ensuring cultural fit.
* Developing/ implementing new recruitment/selection process as per the staffing requirements.
* Handling salary negotiations& Reference Checks.

***Compensation & Benefits Management***

* Compensation & Benefits Survey and Benchmarking.
* Co-ordinating for development of policies related to Compensation & Benefits.
* Effective management of Compensation & Benefits.
* Career plans for high professional and high potential employees.

***Strategic Business Planning & Initiatives***

* Part of preparing Strategic Business Plan & Long Range Plans.
* Modifying & implementing various compensations plans, reward & recognition schemes, Framing of HR policies and communicating them across the organisation at all levels.
* Counselling/ grievance handling of the employees to maintain a healthy work environment.

***TalentManagement System & Employee Engagement***

* Effective, timely implementation of Goal setting process& Talent Review.
* Initiating rewards and recognition programmes & implementing incentive system for motivating the employees.
* Spearheading the Organisation Review Process.
* Identification and developing career path for high Professional / high Potential Employees & ensuring their retention.

***Training & Development***

* Developing competency matrix, training needs identification, formulating training calendar, execution, measuring the effectiveness of training programs across the organisation.
* Budgeting & conducting customised training programmes based on the training needs to enhance the manpower skills & efficiency.
* Training Documentation as per ISO &TS16949 standards.

***Personnel Management/ Industrial Relations***

* Exposure in both unionised and non-unionised environment.
* Experience in in wage settlement.
* Experience in domestic enquires & disciplinary procedures.
* Ensuring maintenance of amicable employee-management relations in the organisation.
* Proactive interms of understanding the challenges.

***Management Information System***

* Exposure to monthly HR and safety reporting system.
* Responsible for Global Star Safety Framework.

***Statutory & Code of conduct compliance***

* Well versed with various compliances under various Labour legislations.
* Responsible for code of conduct (orientation & implementation) & Compliance.

***Administration/ Liaison***

* Experienced in all administration related activities including Housekeeping, Infrastructure management, facilities planning, security, transport, canteen and utmost utilisation of all the resources.

**Organisational Experience (From latest)**

1. **Worked as Asst. Manager- Hr with M/s Quadra Five from April 2014 to Till date and took care of the following activities**
* Training & Development
* Employee retention & engagement
* Budgeting, monitoring and cost control in HR related expenses
* Talent Management System&Organisation Review
* Employee welfare programs
* Employee motivational programs
* Administrative Functions
* Employee Communication

***Responsibilities & Achievement***

* Successfully circulated the Annual Training plan for Attitude & Behaviourial, Skill & SHE for 500 employees based on the departmental & organization need
* Conducted various Employee engagement programs for the well being of the employees as well as the management to create positive work culture
1. **Engaged with M/s Charoen Pokphand india Pvt. Ltd. as Officer –HR from April 2012 to Dec- 2013 and lead the entire gamut of HR, IR & Administrative functions of the Unit & included the following activities:**
* Manpower planning
* Recruitment
* Training & Development
* Employee Engagement& Retention
* HR Policies implementation
* Budgeting, monitoring and cost control in HR related expenses
* Performance Appraisals
* MIS Reports
* Contract Labour Management
* Employee welfare programs
* Employee motivational programs
* Statutory Compliance
* Community development programs
* Employee Communication
* Spearheading various committees

***Responsibilities & Achievement***

* Filled up open positions for new program &existing programs as per the production requirement within time frame of two months
* As a cost reduction project hired company guest house & implemented pooled pick-up for the visitors immediately on taking the new assignment
* Revamped suggestion scheme & various committees**.**
1. **Worked with MAX Consultancy, as Executive – Recruitment from Nov 2009 to Mrch 2012 and looked after the following activities:**
* Responsible for End to End Recruitment Activities particularly IT & Non IT Sector.
* Handling existing clients
* Understanding their requirements and search candidates from portals, headhunting
* Co-ordinating with clients as well as with candidates for interviews
* Follow up on the acceptance of the offer with candidates
* Was Handling Middle level as well Sr.Level Profile in Major Companies.

**Strengths**

* Concept building and implementation.
* Skills in Attitudinal and Behavioural training (conducted programmes on various themes like

Leadership, team work, goal setting, interpersonal relationships, increasing work productivity etc.)

* Good interpersonal skills.
* Strategic thinking.
* Experience in working with people from diverse age group and cultural / socio economic

Background

**Additional Qualification**

* Practical Oriented Training on All the verticals of Human Resources
* Good functional knowledge of MS Office & Networking.

**Academic Credentials**

* M.B.A Human Resources from Anna University, Chennai – 2007-2009(PG).
* B.B.M. HRM from Bangalore University, Bangalore.

**Other details**

**Date of Birth**: 12/03/1984

**Languages Known:** English, Hindi, Telugu, Kannada & Tamil (Can speak)



**Gulfjobseeker.com CV No:** **1465314**