**Summary**

Quality and Customer Focused business professional with a total of 18 years work experience. Current experience is wide spread with 8 years in HR operations & Administration and 10 years in the Food Service. A keen, industrious and enthusiastic individual, whose attention to detail and passionate personality is well suited to the vibrant style and atmosphere of any top organization, is now looking for a challenging HR Admin position which can productively use existing skills and experience.

|  |  |  |
| --- | --- | --- |
| Managing | Dynamic | Smart |
| Marketing skills | Highly motivated | Effective Planning skills |
| Business Management | Team Player | Simplification |
| Assessing profitability | Entrepreneurial flair | Innovative |
| Administrative tasks | Building relationships | Resourceful |
| Talent Assessment and Management | Approachable | Commercial judgment |

**Employment Chronicle**

**Owner & Manager - NIKX& Mikx (catering & Baking School) India 2005 – Present**

**Catering Deliverables:**

* Oversaw design and production of all aspects of high profile large scale social and corporate events
* Served diverse clientele including social client’s administrative assistants, business owners, meeting planners and wedding occasions serving up to 2000 guests.
* Cultivated and executed business plans within budgetary constraints and tight deadlines.
* Created public relations campaign and marketing strategies.
* Established, developed key relationships and negotiated with local vendors, including but not limited to florists, party rental companies, temporary staffing companies and audiovisual vendors.

**Baking Instructor Deliverables:**

* Educated students in the art of cooking starting from basic baking and knife skills.
* Instructed and monitored food preparation, garnishing and storage.
* Tutored subjects on nutrition, food preservation, raw food preparation and technology
* Stressed and ensured that health and safety standards met the highest of specifications while educating students on sanitation principles.
* Introduced students to new and innovative cooking techniques by leveraging a variety of cooking tools
* While being skilled at creating big flavors, students were taught Chocolate making, bread, cake & pastry making, sauce and gourmet preparation. Demonstrative classes include but not limited to filleting fish, deboning poultry and cleaning shrimp.

**Staffing & Administration - Office Manager, Pre Vator Software India Pvt Ltd 2003-2005**

**Recruitment Deliverables:**

* Designs, develops and maintain the recruitment process in the organization (including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps) ensuring compliance with all applicable law and policy.
* Designs the selection matrix for choosing the optimum recruitment channel and recruitment sources
* Explored the markets best practices in the recruitment and staffing and implemented appropriate best practices in the organization
* Managed a quality relationship with the internal customers and external recruitment agencies and existing database for leads and Internal Postings / referrals.
* Managed the complete selection process (initial telephone screening, in- depth interviews with potential finalists and making the final offer to selected candidates) thereby monitoring and constantly reducing the costs of the recruitment process.
* Forecast and analyze workforce planning data and provide feedback to management team.
* Recommend final candidates for job openings with start date Hiring Manager for approval.
* Reference and performance checks with former supervisors and colleagues.
* Complete back ground verification and validation of credentials.
* Monitor and report generation (MIS) on the Recruitment activities to the Management and Staff
* Acted as the single point of contact for managers regarding recruitment or any related subject
* Experience in handling large volumes of Recruitment and Multi Tasks.
* Advise management as needed on proactively managing their current and future employment needs.
* Establishing strong working relationships with sales and operations personnel to maintain an integrated team approach to ensure healthy candidate pipeline.

**Office Administration / Operations Responsibilities:**

* Co-ordination with the internal & external customers.
* Manage internal communication at all levels of the Organization.
* Providing information to employees on all company programs.
* Managing Overall Administrative Operation based at Hyderabad.
* Reporting to the Management Team in New York on day to day activities and development of necessary MIS reports.
* Responsible for monitoring the Hardware equipment Maintenance.
* Organizing programs for teams overall enhancement.
* Maintaining and monitoring the office inventory and book keeping.
* Handling the Monthly Budget /Petty Cash for the office and generating monthly MIS and analysis.
* Transmitting company culture through Training and new Employee orientation
* Counseling the employees on career and Organizational issues.
* Advise Managers on handling employee issues and interpretation of company policies.
* Conduct periodic opinion surveys of employees
* Experience in Handling Business / Employment Visa’s
* Generating necessary MIS reports on daily, weekly, & monthly basis.
* Conduct internal investigations.

**Sr. Executive – HR & Administration, Standard Chartered Bank 1998– 2003**

**Key Deliverables:**

* Maintaining of the Existing Employee Database and sourcing the right candidate for the current job openings
* Sourcing qualified candidates from Hired Recruiters.
* Working with senior managers to establish job requirements and specifications, regularly update and track specific recruiting needs
* Compensation fitment for new entrants based on skills possessed and experience levels and analyzing existing salary bands.
* Develop, communicate and implement cost-effective compensation and benefits policies and programs.
* Generating exception reports for payroll on monthly basis and monitor allowances.
* Interfacing with the payroll-processing agency on regular basis
* Maintaining and monitoring the Attendance reports of the entire Organization
* Conducting Employee Feedback sessions every Quarter, Exit Interviews, tracking the Help Desk activities.
* Organizing Employee / Families get-togethers.
* Interface with all levels of management, employees, candidates
* General Office administration and monitoring housekeeping activities

**Executive - Administration, Green Country Biotech Ltd 1996- 1998**

**Key Deliverables:**

* Had diversified duties beyond the usual administrative responsibilities including Organizing Training sessions for the sales team and organizing Customer Meets.
* Interacting with staff members and generating inter-office memos.
* Managing the sales reports on a daily basis.
* Ensuring adherence to service quality standards.
* Responsibilities encompassed correspondence pertaining to the sales team and clientele and managing sales process on a monthly basis

**Credentials**

**Professional:**

* **M.A (Sociology)** from Madurai Kamaraj University India
* **B.A (Arts) from Osmania University**

**Academics:**

* **S.S.C** from St. Ann’s High School, Hyderabad India
* Intermediate from St. Francis Degree College, Hyderabad India

**Miscellaneous**

**Technical Qualification:**

* Advanced Diploma in Computer Applications

**Personal Vitae**

**Date of Birth:** December 16th 1975

**Languages Known:** English, Hindi, Telugu& Malayalam

 Jamal Abdul, Nasser Street



**Gulfjobseeker.com CV No:** **1471812**