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Career Objective: To work in a professional & competent environment that enables me to cope with the Emerging Trends &Technologies. To widen the spectrum of my knowledge that will add valve to me as well as the company’s growth.

Core Competencies:

* Excellent Presentation and Communication skills.
* Excellent Interpersonal and Relationship Management skills.
* Excellent Training skills.
* Excellent Client/Customer Management skills.
* Passion for Quality services & Timely Delivery of assigned tasks.
* Commitment towards Self-Development & zeal for Learning New tasks.

Work Experience:

September 2011- To Present: TPHRM Solutions Ltd- Bangalore, India

 SAP- HR Trainer & HR Genaralist.

TPHRM Solutionsprovides training on SAP Functional Modules HR, FICO, SD, MM, PP, outsourcingof SAP Projects and Statutory Compliance as well as various other modules.

Job Responsibilities:

* Providing training on SAP HRM with SAP R/3, ECC Version 6.0 software with latest updates and conducting classroom and online training on SAP HRM Theoretical & Practical’s sessions.
* Guiding the individual’s as well as providing my expertise on problem–solving solutions,(I.E:Clearing any kind of doubts regarding configuration and Implementation in SAP HR with technical know- how skills).
* Briefing about the applications and its usage, explaining about various Transaction Codes in the SAP HR Modules.
* Taking care of HR generalist activities like Recruitment, Statutory compliances

Appraisals & doing weekly reports.

January 2009 – August 2011: M/s. Cool Crest Pvt. Ltd. Bangalore, India

HR Generalist:

M/s. Cool Crest Pvt. Ltd, dealing with Air conditioners, Maintenance and Servicing.

Job Responsibilities:

* Daily involvement in operations to ensure and effective execution and co-ordination of office activities including statutory areas such as Profession- Tax, Employee State Insurance, Provident Fund, Appraisals, Employee Retention, Employee engagement activities.
* Addressing customer and client queries through Email’s, Phone and walk ins as well as working on MS Office as per needs of the Organization.
* Hands on experience on Managing Full Cycle Recruitment process across full spectrum of hires, including Vendor management, Screening, Interviewing, Managing Technical and Psychometric testing processes, Facilitation of Pre-Employment Screening processes and handling out post job offers.

January 2008 – October 2008:Client Logic (CLI3L.E.Services Ltd).Bangalore, India

Technical Support Executive:

Client Logic (CLI3L.E.Services Ltd) serves leading companies in a wide range of verticals,including Financial Services/Insurance, Telecommunications (ISP),Technology/Hardware, Retail/Consumer Products, Entertainment, Transportation, Travel and Publishing.

Job Responsibilities:

* Addressing Customer and Client queries through Email’s, Phone and Chat support for Printer related issues (Lexmark).
* Maintain 100% Quality throughout my tenure and achieve SLA’s.

Educational Qualifications and Certifications:

* Certified SAP- HR Module Training in TPHRM Solutions Ltd- Bangalore.Dec 2011.
* Certified Practical Course in Human Resource Management from HR House, Bangalore. From June 2010 – August 2010.
* Bachelor of Arts (History, Economics and Political Science) from St Joseph’s Arts and Science College, Bangalore. From April 2002 – June 2005.

IT Skills: Windows 95,98,XP, NT, VISTA,8, Windows 2000 Server, MS Office-( Word, Excel, Power Point, Outlook) SAP R3.ECC6.0 Version, Hardware & Networking Applications.

Leisure Interests: Reading, Sports (Football, Basketball, Running, Racing) Listening to Music, Surfing the Net and Movies.

Personal Details:

Date of Birth: 6Th March 1982

Marital Status: Single

Nationality: Indian

Languages Known: English, Hindi and Konkani.

Reference’s available on Request