# EXECUTIVE SUMMARY

* A highly influential, well organized HR professional with transferrable skills gained within the IT and manufacturing sector with **7 years’ experience in Recruitment and L&D** and 9 years of overall experience.
* Delivers outstanding results using analytical and interpersonal skills to identify requirements, align best solutions and drive beneficial change.
* Seeks a Senior Recruiter/ Learning & Development role to leverage excellent technical, administrative and strategic abilities to deliver first class services; **willing to relocate.**

7

**CORE COMPETENCIES**

|  |
| --- |
| * Web Based Sourcing/Executive Search * Diversified Industrial Recruitment * Training Need Analysis and Training Coordination * Administration Management * e-Learning techniques * Problem Solving and Decision Making * Effective Communication |

**PROFESSIONAL EXPERIENCE**

**IGATE Global Solutions (erstwhile Patni Computer Systems) Nov 2010 – Jul 2015**

**Senior Associate – HR**

IGATE, a part of Capgemini group, is a global leader in providing integrated technology and operations-based solutions, headquartered in Bridgewater, New Jersey. As a trusted partner to corporations in North America, Europe and Asia Pacific, IGATE provides solutions to clients' business challenges by leveraging its technology and process capabilities, underwritten by an understanding of domain and industry imperatives

**Reporting to Associate Director – HR**

## Learning and Development

* Analyse training needs and chart out training plan & Quarterly Training Calendar for building competencies & to cater to business needs
* Make recommendations to management regarding individual learning plans, skills gaps and potential enhancement areas
* Manage the training delivery workflow, including identifying and allocation of appropriately skilled trainers, support and facilitate program design and delivery and evaluate training effectiveness
* Monitor, evaluate and improve the quality and operational effectiveness of training
* Create and deliver multilevel pre- and post-training surveys using industry proven approaches to include analyzing data to identify trends in current and anticipated needs
* Monitor and manage training administration including publicising courses, receiving and confirming bookings, analysing course evaluation sheets, processing invoices, database updating and ensuring that all training documentation is produced in accordance with company policy
* Collate training reports and work on Competency and Capability Development across functional areas
* Amend and revise programs as necessary, in order to adapt to changes occurring in the work environment
* Liaising with the HR Team to co-ordinate new joiners on the induction program
* Performing the role of a Reporting Officer (RO) for the newly joined entry level batches
* Keep up-to-date with the global company training initiatives
* Received Pat on the Back Award for the month of Nov’12 - for single handedly handling the training co-ordination at Chennai for a long time in a proactive, error free manner

**Added Responsibilities**

* Responsible for the coordinating in joining formalities for the new joiners.
* Organize role based induction and cross functional induction programmes for the new joiners.
* Conduct Communication and other behavioural trainings for the new joiners.
* Conceptualize and organise excite activities to work on engagement and improve employee retention
* Contribute towards company events such as cultural training, CSR, Internal Community building etc
* Proactively assist/manage end to end Recruitment, Induction, Employee Engagement and Retention programs
* Deliver additional assignment and projects assigned by the management

**Ford India Pvt Ltd – Through TalentPro India on contract basis** **Sep 2009 – Nov 2010**

**Trainer cum Training Coordinator**

Ford India was established in 1995 as a wholly-owned subsidiary of Ford Motor Company, a global automotive industry leader. Since then, Ford has invested more than US$ 2 billion in India to expand its manufacturing facilities and dealership footprint to meet rapidly rising demand in one of the world’s fastest growing auto markets. Ford India currently operates a modern, integrated manufacturing facility at Maraimalai Nagar, near Chennai, which produces its award-winning range of products including the Ford Figo, Ford Fiesta, Ford Classic, Ford Endeavour and the Ford EcoSport.

**Reporting to Training Manager**

## Learning and Development

* Preparation of Training Plan and ensuring the implementation of the same through
  + Trainer Identification based on Evaluation
  + Organizing the Training Courses with venue availability and training logistics such as physical arrangements, audio visual aids and seating arrangements
  + Assisting in the delivery of the training
* Conducting new employee orientations for new joiners
* Organizing and conducting soft skill training program for associates
* Maintaining training records and track evaluation metrics to measure and report on the effectiveness of learning initiatives and learners performance
* Assist in Corporate Training Initiatives & roll out specific training coordination
* Maintaining data and reports – MIS
* Recognized for successful handling of mass joinees from May 2010 – July 2010 and conducting induction program for the joinees

**Bridgeway HR Services** **Jul 2008 – Aug 2009**

**HR Executive**

**Reporting to HR Manager**

**Talent Acquisition**

* Recruitment of candidates, conducting interviews and selection process
* Sourcing candidates through various job portals by understanding the staffing requirements
* Initial screening of profiles and sending them to clients for short listing
* Scheduling interviews for short listed candidates and follow up with the selected candidates
* Getting feedback about interviewed candidates from clients
* Maintaining data and Reports – MIS
* Working closely with active and new clients in acquiring requirements
* Involve in new client business development and strengthening existing client relationships with new business

**Allsec Technologies**  **Sep 2004 – Mar 2006**

**Customer Support Officer**

Allsec is a global company with vast expertise in providing business process solutions across various industry verticals. Allsec is a highly customer-centric, flexible and transparent service provider. Allsec believes in enhancing our client’s business experience by taking process responsibility, improving cost efficiencies, and adding value through continuous process improvements and quality assurances.

Reporting to Team Lead

* Team lead managing 5 CSOs where employee satisfaction and motivation were part of the profile
* As an outbound agent, to make US students to consolidate their student loans, thereby reducing their monthly payments and interest rates

**EDUCATION**

* **MASTER OF BUSINESS ADMINISTRATION - HR and MARKETING (2006-2008)**

Institution: National Institute of Management Studies, a part of Hindustan Group of Institutions

Awarded by: Madras University, Chennai.

Percentage of marks: 63%

* **Bachelor of Engineering** – **ELECTRONICS AND INSTRUMENTATION(1998-2002)**

Institution: Annamalai Unversity

Awarded by: Annamalai University, Chidambaram.

Percentage of marks: 59%

**DISSERTATIONS**

* **Recruitment Challenges in IT sector** - Steria Group( formerly Xansa India Pvt Ltd) from January 2008 – March 2008) (INTERNSHIP AS PART Of MBA PROGRAM)
* **Employee Relations in BPO sector** - Allsec Technologies (April 2007 – May 2007) (Internship as part of MBA PROGRAM)

**PROFESSIONAL CERTIFICATIONS AND DEVELOPMENT ACTIVITIES**

* Certified Software Test Professional from STC Technologies, Jan ’04 - June ‘04
* Diploma in Client Server Technology (VB, Oracle, SSAD), June ’03 – Nov ‘03
* Diploma in Telecommunications, Wireless and High Speed Networking, Jan ’03 – Apr ‘03

**PERSONAL SYNOPSIS**

* Date of Birth : 8th Dec 1980
* Nationality : Indian
* Marital Status : Single
* Languages known : English, Hindi



**Gulfjobseeker.com CV No:** **1516356**