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| **Skills & Abilities** |  |  | A dynamic professional with **more than 2.5 years** of experience in corporate HR. Hands on experience in delivering high impact core HR processes of **Recruitment, Learning & Development and Employee Engagement.** |
| **Experience** |  |  | **Organization: Shree Cement Ltd., (One of the India’s largest cement manufacturer Plant)****Duration: June 2013 – Jan 2016****Designation: Senior Officer-HR**LEARNING & DEVELOPMENT:* Assisted HR head in conceptualizing and designing the **Learning & Development strategy** for the entire organization along with L&D Head.
* **Analyzed and identified** the business and people learning & development requirements.
* Planned the **annual training activities** across locations and functions.
* Sourced and identified external L&D service providers for customized learning solutions.
* Created Knowledge by researching new technologies and methodologies for improving work place learning.
* Designed and administered Team **Building intervention.**
* Delivered various **“Soft Skills”** training sessions for employees of Shree Cement Ltd.
* Evaluated and monitored the **post training impact** based on Kirkpatrick’s model.
* Executed L & D Calendar by coordinating with multiple stakeholders.
* Maintained MIS to track L & D activities.

RECRUITMENT:* Carried out man power planning for functions and prepared the recruitment plan for the same.
* Created Job Descriptions based on competency framework in coordination with line managers.
* Sourcing of candidates through consultants and job portals based on the JD and Job Competencies, thereby finding the best match.
* Conducted competency based telephonic interviews.
* Coordinated with line managers and candidates and scheduled personal interviews.

EMPLOYEE ENGAGEMENT & EMPLOYER BRANDING:* Assisted HR head in development & execution of the **wellness model.**
* Coordinated the **Induction and On-boarding modules** to increase the genuine connect of employees with the organization.
* Conducted engagement surveys to identify the focus areas and designed creative solutions to address the same.
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| **Education** |  |  |

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| **Examination/** | **Year of** |  **Board/University** |  **Marks** |
| **Degree** | **Passing** |  |  |

**MBA 2011-13 Dayalbagh Educational Institute,**  **India 8.74 (CGPA)** **BBM 2009-12 Dayalbagh Educational Institute 8.54 (CGPA)**  |
| **PROJECTS UNDERTAKEN** |  |  | Identification of Training & Development needs of employees (NMS) for all SRF-PFB units & drafting the training calendar for the year 2012-13.Study of Training & Development in BHEL (Bharat Heavy Electricals Limited) , India.Total Quality Management in Sony India, Delhi.Welfare Schemes provided by IFFCO for rural development & economic growth of India. ‘‘A case study of indian farmers fertilizers co-operative limited as a multi state cooperative society at IFFCOAnalyzing the role of Work Life Balance with respect to Big Bazaar IR imperatives of ‘Agile’ Agile Manufacturing): *(Cases from manufacturing sectors in India.* |
| **Personal information** |  |  | Date of Birth: 07-Feb-1992Nationality: IndianVisa Status: Husband Visa |
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