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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. |
| **Education** |  |  | |  |  |  |  | | --- | --- | --- | --- | | **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 BazaarIR imperatives of ‘Agile’ Agile Manufacturing): *(Cases from manufacturing sectors in India.* |
| **Personal information** |  |  | Date of Birth: 07-Feb-1992 Nationality: Indian  Visa Status: Husband Visa |
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