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**OBJECTIVE:**

Seeking a job to utilize my **skills** and abilities in **a progressive** **firm** which provides a good working **environment** and offers Professional growth, while being **resourceful, innovative and flexible**

**PROFESSIONAL SUMMARY:**

Result-driven, competent and able HR-professional putting forth close to 1 year of experience in HR & Administration, Documentation, Joining Formalities, Background Check Verification, Recruitment & Selection, Payroll

**SKILLS:**

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| --- | --- |
| * Documentation * Lateral Recruitment / Staffing | * Background Check Verification * Joining Formalities |
| * Induction and On-boarding | * Interviewing |
| * HR Policies and HR Manual | * Team Handling / Training & Development |
| * Performance Management * Able to operate under immense pressure * Exit Formalities * Payroll | * Effective Problem Solving Skills * Meet tight Deadlines and Targets * Compensation and Benefits |

**WORK HISTORY:**

**Asst HR Manager & Administrator**

**KALA HOSPITALS (P) Ltd 21/06/2012 to 17/07/13**

KALA HOSPITAL is one of the fastest growing hospital chains in Vizag, engaged in providing primary as well as tertiary healthcare services. It is a hospital chains that is founded and managed by professionals with a mission and a passion for providing healthcare for the needy. At KALA, the growth has been phenomenal. From a 10-bed single specialty Trauma Institute facility focusing on Neuro care in dwarakanagar (Visakhapatnam), KALA has become a multi-specialty hospital chain comprising of 110 beds across this hospitals.

* The origins of KALA can be traced to 2002 when a team of polytrauma, led by Dr. P.V.Ramana Murthy, set up a synergy for professional excellence in the polytrauma department of the Nizam’s Institute of Medical Sciences (NIMS) in Hyderabad. The idea was to propel the polytrauma department into one of the top centers in the vizag. The synergy gave momentum to the purpose and accelerated the birth of kala 7 years later. The team collaborated with scientists to make healthcare affordable through the development of indigenous medical technologies. It was the development of vizag first coronary that inspired the creation of kala Hospital in 2002 to nurture a model that makes quality medical care affordable and accessible.

**ROLE:**

* HR screening.
* Competency based Recruitment selection process.
* Induction and onboarding
* salary and wages payment system
* design the employee work schedule
* The Intersect oral nature of Health Services
* The time-lag between decision making and outcome
* Strong Professional Dominance
* Interdependence of the different professional categories
* The high proportion of the women employed in health services (Thai study)
* The ambiguity of the relationship b/w health needs, service requirements and resource needs in the supply of these services
* Attendance and leave record
* Performance Management
* Negotiations
* Pre-Employment Verification & Medical Check Up
* Appointment letter.
* Post offer follow Up
* Post-Employment Background Verification.

**Welfare activities :**

* Employee’s state insurance
* Provident fund
* Working holidays
* Canteen for benefits of workers
* Supply of drinking water at the work spots.
* Payments of bonus

**Reports:**

* Maintaining candidate’s database in Excel

**Associate**

**WNS -** **Business Process Management and Outsourcing solutions, Vizag 06-2014 to 02-2015**

WNS (Holdings) Limited (NYSE: WNS) is a global Business Process Management (BPM) leader. We offer

business value to 200+ clients around the world by combining operational excellence with deep domain

expertise in key industry verticals, including banking and financial services, healthcare, insurance,

manufacturing, media and entertainment, consulting and professional services, retail and consumer packaged goods, telecom, shipping and logistics, travel and leisure, and utilities.

WNS delivers an entire spectrum of BPM services in customer interaction services, finance and accounting, human resource, research and analytics, technology solutions and industry-specific processes. More than 30,000 employees serve across 40 delivery centers located in China, Costa Rica, India, the Philippines, Poland, Romania, South Africa, Sri Lanka, UK and US**.**

**Role:**

* Worked in a Health Care Department in USAA Company
* Worked on analyzing insurance bills.

**Training Program:**

Training program on Core HR Practical Training at Ramson’s HRD institution at Hyderabad for the duration of 45 days.

**Program topics:**

* Human resource planning.
* Recruitment and selection.
* Performance management.
* Training and development.
* Payroll, ESI process and documentation.
* Wage and salary administration.

**QUALIFICATION:**

* **Master of Business Administration (MBA) - "HR & Marketing"** – AQJ Degree and PG College – **Andhra University** (Visakhapatnam, INDIA) - 2015
* **Bachelor of Business Management (BBM) - "HR & Marketing"** – Samata Degree and PG college - **Andhra University** - 2012
* **Higher Secondary Certificate (HSC**) **–** Sri Gowtami Junior College - Board of Intermediate, Hyderabad - 2008
* **Secondary School Certificate (SSC) –** Noble Public School - Hyderabad State Board - 2005

**COMPUTER SKILLS:**

* Operating Systems: MS-Windows 98, 2000, 2003, 2007, XP, Window 7,8, Ms-Dos & Mac
* Ms Adv Excel, Word, Presentation
* Typing Speed WPM (35- 40)

**PERSONAL DETAILS:**

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| * Sex : Male | * Religion : Christian |
| * Marital Status : Single |  |
| * Date of birth: 13th Jan 1990 |  |
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