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**Career Objective:** To gain greater insight into the field of Human Resource Management (HRM) by way of exposure to real work atmosphere in a well established organization. Also, to seek a challenging career in the field of human resources and to channelise my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

**WORK PROFICIENCY**

* A confident and result oriented HR professional with generalist, operations and recruitment experience of around 4.5 years into IT Software Industry and handled a team of 2 Recruiters for 2 years.
* Proficient in the areas like Talent Acquisition, Employee Engagement, Induction & Joining , Leave Management, Policy formulation, Performance Appraisal, Training needs, Compensation & Benefits and Provident Fund (PF).
* Highly flexible and adaptable contributor, proficient at meeting deadlines
* Skilled leader with the ability to develop teamwork and achieve superior results.
* Resourceful, goal oriented, possess strong organizational, communication and analytical skills with ability to work under pressure and multi task in a fast paced environment.

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| **WORK EXPERIENCE****Nine Dimensions InfoTech -****Assistant Manager- HR, Feb 2015 - Oct 2015****Role and Responsibilities:** * Taking HR Round Interview & Salary negotiation
* Responsible for complete joining and orientation formalities of new employees.
* **Training needs identification** through Process of Performance Appraisal.
* Formulation of training calendar; Taking inputs & feedbacks.
* Measuring effectiveness of training programs.
* **Reward and recognition**: Responsible for sending mailers for ‘Employee of the Month/ quarter/ Star Employee etc and organizing it efficiently.
* Coordinating for **medi**-**claim** related reimbursements and handling medi-claim query
* **Employee Engagement**: Responsible for organizing parties, games, competitions. Conducting weekly/monthly fun/cultural activities, and ER activities, celebrating festivals.
* Suggestion scheme, Attendance Reward, Appreciation letter, Organizing Annual functions and sport activities.
* **Attendance & Leave Management:** Responsible for handling leaves of the employees according to the leave policy.
* **Employee Connect**: Responsible to meet employees randomly and understand their career aspiration, issues, Training Needs etc.
* **Exit formalities**: Maintained resignation records, ex-employee dues; processed resignations with respective department heads;
* Processed the Exit Interview, full & final settlement and released Experience Certificates after ensuring that the employees owed no dues as well as updating attrition tracker.

**Zetasoft Technologies Pvt Ltd-****Assistant Manager- HR, March 2014- Feb 2015****Role and Responsibilities:** * **Talent Acquisition**: A keen planner and strategist with proven abilities in recruitment. Responsible for recruitment from junior level to senior level positions, posting jobs on portal. Visited various campuses for fresher’s hiring.
* Taking HR Round Interview & Salary negotiation
* Responsible for complete joining and orientation formalities of new employees.
* Document collection, **Verification** & Maintenance: Responsible to collect documents from new hires & verify them.
* Maintained **Database** and **Personnel** **File** -- Prepared offer and appointment letters and annual track list of increments and confirmations of employees.
* **Training needs identification** through Process of Performance Appraisal.
* Formulation of training calendar; Taking inputs & feedbacks.
* Measuring effectiveness of training programs.
* **Reward and recognition**: Responsible for sending mailers for ‘Employee of the Month/ quarter/ Star Employee etc and organizing it efficiently.
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* **Employee Engagement**: Responsible for organizing parties, games, competitions. Conducting weekly/monthly fun/cultural activities, and ER activities, celebrating festivals.
* Suggestion scheme, Attendance Reward, Appreciation letter, Organizing Annual functions and sport activities.
* **Attendance & Leave Management:** Responsible for handling leaves of the employees according to the leave policy.
* **Employee Connect**: Responsible to meet employees randomly and understand their career aspiration, issues, Training Needs etc.
* **Salary and Payroll management:** Designing Salary Breakup (CTC, GROSS, NET), Payroll Processing.
* **Exit formalities**: Maintained resignation records, ex-employee dues; processed resignations with respective department heads;
* Processed the Exit Interview, full & final settlement and released Experience Certificates after ensuring that the employees owed no dues as well as updating attrition tracker.

**Assign InfoTech Pvt Ltd -** **Sr. HR Executive,October 2010 – March 2014****Role and Responsibilities:** Have handled a team of 2 Recruiters.**Recruitment & Talent Acquisition:*** Involved in end-to-end recruitment cycle for all levels (Campus Recruitments, Walk Ins, Internal Job Posting (Naukri/Monster), Employee referrals etc.)From screening of the CVs up to the selection of the candidates.
* Manpower Planning - Psychometric Analysis to hire the best people on board.
* Evaluating the candidates’ job stability and reasons for seeking a career change.
* Understanding the different requirements of organization, sourcing & screening the resume as per requirement.
* Taking final HR round (Salary negotiation).
* Talent Management (Keeping record of high profile candidates and find a better place for them).

**Generalist & Operations:*** Maintaining database of employees- collecting educational & experience certificates at the time of their joining and keeping centralized records of the same for future reference.
* Salary and Payroll management.
* Taking care of joining formalities. That includes taking Induction, preparing offer letters & appointment letters, introduction of new joiners to all departments, getting Bank A/C opened for new employees.
* Conducting various soft skills training programme to groom employees.
* Involved into reference check and other formalities before joining of the candidates.
* Leave Record Management- Taking care of attendance and leaves.
* Taking care of Full & Final settlements of the resigned employees with the help of accounts department. Issuing relieving letter/Experience certificates to them.
* Conducting Exit interviews-Ensuring smooth exit of employees by taking exit interview and also taking corrective actions accordingly.
* Driving and ensuring on time closure of confirmation as well as the Performance appraisal of the employees.

**Employee Engagement and Employee Relation*** Conducting monthly Open House and One-on-Ones, skip level meetings with employees to understand their grievances and suggestions.
* Building Culture in the organization by employee engagement via sports activities, fun@work, pat@work and different clubs in the organization.
* Organizing monthly Birthday & Anniversary Celebrations and events like-festivals, annual excursion trips etc.
* New joiner’s meet and other Fun at Work activities.
* Employee counseling and grievance handling related to Payroll, Increment, overtime, and other problems.
* Driving all Employee Engagements Initiatives/Activities.
* Attrition management as per given target
* Publishing Weekly/Monthly reports, attrition analysis and dashboards.
* Handling of all queries from employees
* Ensuring proactive employee communications on Organization's process and policies
* Track employee escalations and take proactive steps to control escalations

**Training & Development*** Training needs identification through Process of Performance Appraisal
* Formulation of training calendar Taking inputs from various sources.
* Measuring effectiveness of training programs.
* Co-ordination with External Agencies for conducting Training Programme

**Other Achievements:** * Secured distinction in English & Economics in XIIth CBSE Board.
* Drafted HR Manual & various HR Policies.

**EDUCATION**PGDBM (HR) from IMT Ghaziabad 2007 -2010B.COM 2004-2007 Senior Secondary in Commerce 2002-2004  |

**EXTRA-CURRICULAR ACTIVITIES**

* Organized **Team Trip** to “Kanatal, Sattal & Rishikesh for consequently 3 years” which comprised of various **Team building** activities during my employment with Assign Infotech.
* Delivered presentation on various personality development skills& Office etiquettes.

**PERSONAL DETAILS:**

**Marital Status :** Married

**Nationality :** Indian

**Languages Known :** English, Hindi.