

**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:260418**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

**/**

**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.

|  |
| --- |
| **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. * 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. * **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 -2010  B.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.