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**Human Resources / Recruitment**

* **Professional in Human Resources** offering a 7-year HR career distinguished by commended performance and proven results.
* **Extensive background in HR generalist affairs,** including experience in employee recruitment and retention, orientation & on-boarding, benefits and compensation, HR records management, HR policies development, leave management, Oracle PeopleSoft HRMS, employee relations, employee separation and legal compliance.
* **Demonstrated success in negotiating win-win compromises,** offering a proven track record of organizational efficiency and strong customer service with excellent communication and management skills.

**Professional Experience**

**DynCorp International FZ LLC,**

**HR Generalist**, November 2013 - May 2014

***Key Responsibilities:***

* Preparing/ checking employee documents
* Creating and maintaining HR files and updating the information in Oracle PeopleSoft HRMS
* Ensuring employees’ Personnel File is updated in the HR Management System
* Reviewing relevant employees who are on leave and tracking the duration of leave
* Ensuring all employees are paid correctly and on time, on biweekly payroll
* Follow up on closure documents and verify rehire eligibility status
* Providing effective HR administrative support
* Responsible for HR function and handling day-to-day HR activities
* Preparing, updating and maintaining reports in a timely manner every pay period
* Training new members of the team and assisting them with settling into the department

**Weatherford Oil Tool Middle East Ltd.,**

**HR Coordinator - Benefits** (Temp), May 2013 - August 2013

***Key Responsibilities:***

* Be part of the on-boarding process to new hires
* Handling day-to-day HR activities related to the benefits such as Schooling, Housing Advances, issuing Letters etc.
* Online Leave and air ticket approval, liaising with payroll for salary in advance
* Monitoring compliance with employment laws and regulations in all actions
* Liaising with Banks for confirmation of employees’ details through telephone calls
* Liaising with HRIS and Payroll
* Arranging appointments for new hire pre-medical tests
* Liaising with the Health and life insurance providers when necessary
* Ensure updating necessary details in Oracle PeopleSoft HRMS correctly
* Coordinating with the Team on sending service anniversary gifts to employees
* Performing other duties as may be assigned by Area HR Manager

**AstraZeneca FZ LLC, Dubai**

**HR Administrator** (Temp), July 2011 - April 2012

***Key Responsibilities:***

* Screening and shortlisting resumes from recruitment database
* Responsible for updating recruitment database and candidate file management
* Taking ownership for filing and maintenance of employee personnel records and document management
* Collating employee’s training requests from Managers, understanding the training requirements of the employees, updating the Training Calendar
* Completing and updating confidential and important spreadsheets
* Knowledge on various HR policies & procedures
* Managing leave applications
* Carrying out ad-hoc HR administration duties
* Managing the migration of all data to newly setup HR system

**Geojit BNP Paribas Financial Services Ltd.**

**Senior Executive - Human Resources**, October 2009 - June 2011

***Key Responsibilities:***

**Payroll**

* Handling payroll of branch employees across three regions comprising of 280 employees
* Processing monthly payment of salary for on-roll employees and third party contract employees
* Processing incentives for the employees along with salary

**Disciplinary Action**

* Initiating disciplinary actions and issuing letters to the employees who do not comply with the employee manual
* Follow up with employees in receiving reply and initiating the next action

**Recruitment**

* Collecting recruitment requests from Managers/ Head of Departments
* Screening and shortlisting resumes from job boards and other sources
* Posting advertisements on job boards and Company website, inviting referrals, conducting job fairs
* Coordinating for walk-in interviews for fresh & experienced candidates
* Establishing relationship with staffing vendors; coordinating with them for fulfilling requirements; collecting and filing the agreement copies; tracking vendor invoice payments
* Coordinating with State Heads/ Regional Managers for recruitment in branches across the country
* Salary negotiations and releasing offer letters; follow up with the candidates and ensuring they join

**Joining**

* Assisting the new joinees in finishing the required Duty Joining Formalities
* Verifying documents and collecting them
* Collecting the filled in joining reports, enter data in the database and prepare personnel files
* Creating employee code, email IDs for new joinees
* Issuing appointment letters for the new joinees

**Separation**

* Processing final settlements, issuance of experience/ relieving letters to the resigned employees

**Other Functions**

* Leave Management
* Issuing Project Permission/ Project Completion Certificates for students
* Preparing and maintaining reports and updating database

**Satyam BPO Limited (Now Mahindra Satyam BPO)**

**Executive - Human Resources**, March 2008 - July 2009

***Key Responsibilities:***

**Recruitment**

* Collecting Candidate Requisition Forms from Managers; preparing job descriptions
* Responsible for walk-in interviews and conducting telephonic HR rounds for outstation candidates
* Responsible for conducting interviews and Technical Tests at different vendor locations
* Coordinating with consultancies for fulfilling requirements, tracking consultancy payments
* Salary negotiations and releasing offer letter; follow up with the candidates ensuring they join

**Joining**

* Sending joining reports to the employees and conducting joining orientation
* Collating the joining reports, entering data in the database and preparing soft copies of personnel files
* Preparing welcome notes, creating employee ID and coordinating for the user ID and password.

**Policies and Procedures**

* Identifying need for policy formulation, timely documentation and communication of Policies, Processes
* Framing the policy, coordinating with Policy Helpdesk for approval and broadcasting on policy portal

**Employee Relations**

* Leave database maintenance; tracking overtime payments for payroll advise
* Coordination of internal and external training of employees and training reimbursement clarifications
* Coordinating with Travel Desk for employees’ travel related information and travel reimbursements
* Coordinating with the Team on sending service anniversary gifts for employees.

**OS2i India Pvt. Ltd.**

**Senior e-Recruitment Specialist**, March 2006 - March 2008

***Key Responsibilities:***

* Conducting interviews for in-house positions
* Handling all recruitment for specific client company based in UK and US
* Utilizing several job boards for searching resumes
* Screening and shortlisting resumes
* Working closely with HR personnel of Client Company to fulfill appropriate requirements
* Managing the team of e-Recruitment Specialists with On the Job Training

**Avsar Info Tech Pvt. Ltd.**

**HR Recruiter**, May 2005 - March 2006

***Key Responsibilities:***

* Recruitment for in-house positions and external clients
* Screening and shortlisting resumes
* Scheduling interviews
* Conducting personal interviews
* Sharing candidate assessment/ profiles with respective internal/ external management
* Working closely with HR personnel of various companies to fulfill appropriate requirements

**Education & Certifications**

**Pune university**

**Master in Business Administration (MBA)** in HumanResource, 2005

*Projects:* Underwent academic project for 2 months titled *Effectiveness of Training Programme* with KSB Pumps Ltd. in HR Dept.

**Pune university**

**Bachelor of Commerce (BCom)**, 2003

Schooling from Cochin, Pune (India) and London (UK)

**Additional Details**

**Computer Skills:**

* Oracle PeopleSoft HRMS, Ramco Systems (HR/ Payroll)
* MS Office (Word, Excel, PowerPoint, Outlook)

**Date of Birth**: 17 Nov 1982

**Marital Status**: Married

**Hobbies**: Music, Singing, Philately and Numismatics

**Languages known**: English, Hindi and Malayalam