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 **HR Professional**

**HRM ~ Recruitment ~ Employee Engagements ~ Compensation & Benefits ~ General Administration**

**Objective:** A motivated, result-focused Human Resources professional, seeking an opportunity to utilize career experience, skills, and education to contribute to employer objectives, profitability, and success with a company offering potential for challenge and growth.

**Synopsis**

* **Human Resources Professional** with **10 years** of rich expertise in **Recruitment, Induction & Orientation, Employee Retention, HR Records Management ,Employee Relationship Management, Operations, Payroll Administration**
* Proficient in **designing and implementing HR systems & policies** for manpower planning, performance management, recruitment, selection, orientation and development of new employees in the organisation.
* Adept at managing activities pertaining to **recruitment, people management, employee relations, employee engagements, payroll** etc., thus creating an amicable & transparent environment.
* Ensuring adherence to statutory regulations & compliance with various governmental agencies as well as monitoring disciplinary issues & legal matters.
* Proficient in handling day-to-day activities in coordination with internal/ external departments (Govt. Departments) for smooth business operations.
* Strong organizer, motivator and a decisive leader with successful track record of directing major operations from original concept through implementation, to handle diverse situations.

**CORE COMPETENCIES**

 **Manpower Planning Recruitment & Selection Induction & Orientation**

 **Trainings & Coordination Administration Employee Relations**

 **Project Management Employee Engagements Payroll Management**

**Professional Experience**

April 2012 – December 2015 Sr.HR Executive Akvalo Instruments Pvt. Ltd - Gujarat

**Key Responsibilities & Deliverables:**

* Assisted HR management in Manpower Planning, Recruitment, Performance Appraisal, Compensation & MIS.
* Ensured company compliance with all legislation and advising managers on all industrial relations issues.
* Project management – leading & supporting projects to drive HR and the business forward.
* Organised and conducted employee engagement activities.
* Administered payroll/deductions for staff.
* Conducted Job Analysis.

November 2008 – March 2012 HR Executive Akvalo Instruments Pvt. Ltd - Gujarat

**Key Responsibilities & Deliverables:**

* Interviewed job applicants; reviewed application/resume; evaluated applicant skills.
* Managed Payroll and Records
* Assisted in General Administration.
* Managed Employee Relations
* Assisted in Organising and Conducting Induction, Orientation & Training Programmes.
* Managed Media relations.

June 2006 to October 2008 HR Assistant Akvalo Instruments Pvt. Ltd - Gujarat

**Key Deliverables:**

* Responsible for making cold calls to potential employees.
* Coordinated with prospective employees for recruitment.
* Maintained database of employees
* Maintained attendance sheet.
* Assisted the superiors in general operations and preparing various reports and documents.
* Maintained Files

October 2005 to March 2006 HR Executive eQura Consulting Pvt. Ltd., Bangalore

**Key Deliverables:**

* Steered the responsibility of sourcing resumes and making cold calls to the interested candidates.
* Conducted telephonic / personal interaction to ascertain their suitability and obtained preliminary information regarding salaries, their availability etc.
* Managed screening & shortlisting of profiles as per the requirement; referred to manager for final round of interview*.*

**ACADEMIC BACKGROUND**

* **Master of Business Administration (MBA) specialized in HR & Marketing** from The Oxford College of Business Management, Bangalore University in 2005.
* Bachelor of Commercefrom Mahatma Gandhi University, Kerala, India.

**PROFESSIONAL TRAINING PROGRAMMES**

* Trained in following:

**Team Work &Time Management**

**Attendance Software**

**Payroll Processing.**

**IT Skills**

* Well versed with MS Office (Word, Excel, Power Point and Outlook.)

**Personal Détails**

Date of Birth 21 April, 1981

Languages Known English, Hindi & Malayalam

Marital Status Married