**Total years of experience: 3.9 years**

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| **SUMMARY OF SKILLS AND EXPERIENCE** |

Dynamic, self-motivated, result oriented and an aggressively ambitious individual with more than three years of work experience and I believe in giving my best. Perfectionist and Systematic by nature, I have a diverse exposure within process and operational management, Training and Development, HR &Recruitment, Resource and Personnel Management.

¬ Excellent communication, Training, interpersonal and presentation skills  
¬ Great time, revenue management and IT skills  
¬ Brilliant stake holder and client management skills  
¬ People's person - Love to interact and build a network  
¬ Professional, Committed and smart working

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| **CORE COMPETENCIES** |

* Manpower Planning, Recruitment & Selection- Expert
* Personal drive and effectiveness
* People management and leadership
* Knowledgeable and familiar with UAE Labour Laws.
* Office Administration
* Training & Business Development
* Client' focus
* Strategic thinking

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| **PROFESSIONAL EXPOSURE** |

**March 2014 to March 2016–Around the World Recruitment Services, Abu Dhabi**

**Job Profile: Recruitment Assistant Manager:**

* Coordination and Supervision - Coordinate, manage and monitor the workings of recruitment department in the organization
* Best Practices - Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures
* Human Resources – Assist in recruitment and placement of required staff; establishment of organizational structure; delegation of tasks and accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate performance in partnership with the ED
* Communication - Monitor, manage and improve the efficiency of support services and act as an connecting bridge between the clients, Agents & candidates through emails, calls and meetings.
* Strategic Input - Assist in the development of strategic plans for operational activity. Implement and manage operational plans
* Oversee the analysis, maintenance and communications of records required by law or local governing bodies or other departments in organizations
* Making Job orders , Demand Letters , Undertakings, Legal Documents as per the overseas requirements
* Maintaining all the records and files of recruitment
* Coordinate and supervise the interviews and preparing Visa documentation
* Making contracts with the overseas agencies
* Representing the company at trade exhibitions, events and demonstrations
* Attending Meetings and Giving presentations
* Following up with the agents and clients about the Mobilization of candidates
* Share ideas for improvement of business by conducting promotions & driving sales in the department

**June 2012 to Jan 2014 –Consulting & HR Services Pvt. Ltd.** ,**INDIA**

**Job Profile: HR Generalist: Recruitment and Employee Relations**

Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs. Administer HR budget; and handle HR generalist workplace issues.

* Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation.
* Negotiated approximately 15 salary offers and dozens of sign-on bonuses.
* Wrote employee manual covering issues including disciplinary procedures, code of conduct and benefits information.
* Reworked new-hire orientation program to include HR information and company resources.
* Fostered a teamwork/open-door environment conducive to positive dialogue across the organization.
* Devised creative and cost-effective incentive and morale-boosting programs (including special events and a tiered awards structure) that increased employee satisfaction and productivity.
* Working closely with the insurance company for Workers Compensation and Disability and   
  sick/injured employee to facilitate their return to work to lower cost to company.
* Creating and managing HR budget.
* Bagged contracts for training, recruitments and business consulting services from Swiss and German Clients.
* Provided training on specific topics as part of the company’s training initiatives.
* As a part of the company’s CSR visited colleges in the rural areas and provided basic motivation and communication skills training.
* Coordinated a matrix of training schedules with different trainers and their logistics, execution and post execution feedback.

**EDUCATIONAL HISTORY**

* Bachelor’s degree in Business Management from university of Pune, India, 2012.
* Certification in SAP-HR from Arabian Info-Tech, Dubai.

**PERSONAL DETAILS**

Date of Birth 13th April 1992

Gender Female

Marital Status Single

Nationality Indian

**First Name of Application CV No:** **1657878**

Whatsapp Mobile: +971504753686

