*MBA HR, Learning, professional with 5 years of experience*

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| **First Name of Application CV No 1659954**  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> |  |

**PROFILE SNAPSHOT**

* 5 years of experience in HR, recruitment, Training and business development.
* Certified Human Resources (MBA) professional with additional certification in Retail management; HR career distinguished by commended performance and proven results
* Extensive background in HR generalist expertise in Recruitment, Learning, Training, HR policies development and legal compliance
* Developing & maintaining successful business relationships with all prospects. Identifying what customers want. Planning and organising the day to ensure all opportunities are maximised.
* Has excellent knowledge in LMS, LCMS SABA Cloud. Flexible and adaptable
* Recruitment & Selection process through to the on boarding process.
* HR Administration & Leave management process
* Training & Development across the organisation.
* Ensuring the implementation & adherence of various policies, processes, procedures & systems across the organisation
* Support the HR Manager on the roll out & implementation of the Performance Management process
* Manage the transactional elements of HR including HR reporting, maintaining Employee data and drafting employment contracts and will assist with the implementation of various HR systems.
* Develop a good working relationship with other departments and all employees.

**Experience**

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| **Senior Officer, LSSC** | [**Standard Chartered - Scope International**](https://www.sc.com/scopeinternational/) | **Dec 2013 - Oct 2015** |

**Training & Development**

* Managing end to end Retail Risk pre course and post course learning processes
* Supported various training delivery types such Instructor led training (ILT), Virtual instructor led training (VILT), web based training (WBT), e-Learning
* Experience in using SABA Cloud learning management system (LMS) for creating certificaiton, curriculum, SABA Meeting, offering, course, etc.
* Planning, scheduling and rolling out of training calendar for the Bank in consultation with the head of learning
* Manage all queries related to learning domain for the whole Bank
* Region wise programme governance/ standardization and execution
* Govern and drive mandatory learning completion across various geographies
* Liasion with the Programme Managers, vendors, business to run the programme successfully
* Prepare and update standard documents for the implementation of the program
* Allocation and Management of cost centre of the program
* Create and host webex sessions

**HR Administration**

* Compilation & processing of attendance data in attendance system.
* Processing monthly attendance musters for workers, trainees & officers.
* Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
* Designed Policies and Various HR Forms and Induction Program.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.
* Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
* Keeping track of Confirmation, Appraisals, and Increments of employees.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc

**Employee Engagement**

* Celebrations - Festival, and other company events
* Effectively managing welfare measures, management - employee get together, picnics & parties.
* Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

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| **Administrator** | [**GP Strategies India – CISCO**](http://india.gpstrategies.com/) | **Jan 2013 to Dec 2014** |

* Training administration for Cisco employees across worldwide locations
* Performed various LMS activities which include Catalog Administration (adding ILT/VC, OJT, Events, Interest List and WBT/VOD courses & scheduling sessions), People Administration, Roster, Administration, Test Administration & Report Administration
* Hosting and managing Training in EMS with integrated applications like Learning Content Management System (LCMS), Surveys - Metrics That Matter (MTM) & Assessment Tools (COLT) etc.
* Adhered to 100 % accuracy in maintaining the Quality & SLA
* Assures the efficient and effective operation of the learning management system
* Regular interaction with the Training Coordinators & Course Owners in setting up the logistics required for delivering the classes.
* Create, publish, archive online courses; add, delete accounts; set/adjust/maintain system parameters; add, delete resources, etc.
* Design and develop custom reports for clients
* Address technical bugs and other system issues from identification through resolution

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| **HR – coordination** | [**Yalamanchili Software Exports**](http://www.yalamanchili.com.sg/) | **Aug 2010 to Dec 2012** |

* Coordination with Technical panel and understanding their requirements, defining job positions.
* Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
* Short listing the resumes based on desired skills and experience.
* Advertising vacancies, screening and short listing resumes.
* Conducting telephone and Personal interviews in coordination with department heads.
* Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
* Promoted to fulfill a broad range of HR functions, including recruiting and training employees, benefits, overseeing disciplinary action and managing HR records
* Plan end to end training for the employees
* Identify worker situations requiring preventive or remedial training
* Selecting candidates as per the requirement from the Teams and Coordinating for the interviews
* Coordinating with other consultancies for sourcing
* Identifying the employee training need and coordinating for technical and soft skill training
* Send offer letters to the selected candidates and take care of joining formalities
* Sending attendance details for Payroll Process

EDUCATIONAL BACKGROUND

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| **Degree** | **College | University** | **Batch** | **Grade** |
| Bachelor of Commerce | [Ethiraj College for Women](http://www.ethirajcollege.in/)  University of Madras | 2007 – 2010 | 67% |
| Masters in Business Administration  Human Resources Management | [Anna University](https://www.annauniv.edu/) | 2011 – 2013 | 65% |

**CERTIFICATIONS**

* Certified professional in Retail Management
* Certified professional in Advanced Training in Computer Application

**TECHNICAL CAPABILITIES**

* Microsofe office suite [Word, Excel, Powerpoint, Outlook]
* SABA Cloud and SABA 5.5
* PeopleSoft
* SharePoint