**First Name of Application CV No 1661904**

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CURRICULUM VITAE

Career Objective:

To add value to the organization through my experience and contribute towards propelling HR as one of the most admired functions. Being a highly motivated and enthusiastic professional, I would also enable to maintaining a sense of balance and discipline in the HR function thus helping to make it one that is looked upon as dependable and organized.

Work Experience:

Organisation: Masafi Co LLC ( Feb – 2013 – July 2015) – (2 ½ years)

(International FMCG Company established in 1976 leading the market in

the production of pure mineral water in the Gulf region.)

Designation: HR Executive – Recruitment

Achievements:

* Formulated and implemented recruitment strategy including sourcing, selection,

advertisement, and hiring of staff in line with established corporate objectives, policies,

and procedures.

* Managed recruitment of 1000 + employees for Dubai, Oman, Qatar, Kuwait and KSA.
* Saved cost of approx. AED 200K by using alternative modes of recruitment.
* Handled bulk recruitment of blue collared workers from diverse regions.
* Instrumental in creating and managing a process for on boarding and induction of all new recruits.
* Ensured usage of best practices for FMCG Hiring activities.
* Instrumental in signing up agencies and job portals as per organizational requirements and handled agreements and invoicing.
* Managed the first ever open day and many other successive open days for the organisation.
* Implemented an internal job watch program within all the regions of the organisation.
* Managed the entire process of recruitment – end to end for Junior, mid-level and senior roles in the organisation.
* Worked on the reworking and implementation of Job Descriptions for the entire company.

Organisation: Kuehne & Nagel LLC – Dubai UAE

(M N C Freight Forwarding Company with offices in 100 countries with over 63,000 staff worldwide, in the UAE the company is among the top performers in the Industry with approx 200 staff spread over 3 offices).

Designation: HR and Administrative Executive (Nov 2002 – Aug’2006) (4 years)

Achievements:

* Prepared formats for a policy and procedure manual. Designed all HR related requisitions and forms.
* Prepared The Employee Reference Guide.
* Managed the entire recruitment process within the organization.
* Worked closely with all Senior Managers on recruitment needs and plans to ensure recruitment was carried out as per the standards of the organization.
* Conducted and coordinated The Induction Program for all new recruits in the company.
* Co-ordinated with Head Office for training programs and nominations from the UAE.
* Maintained training/certifications attended related data for all employees.
* Validated employee related personal and salary data in the new HRIS system implemented by the organization.

HR Services and Operations:

Issuance of Salary Certificates,

Coordinated with the PRO for all visa related jobs for the organization

Filing of all necessary papers in the personal files,

Preparation of full and final settlements of exiting employees etc

Hotel reservations for guests, trainees etc.

Staff travel bookings as per the leave air passage policy.

Registered invoices on the ACON accounting package for the finance department.

Involved in Procurement of office stationary, consumables, etc

Maintaining records for Annual Maintenance contracts for Air Conditioners, and other office equipment like fax machines, EPABX system, photocopiers, printers.

Negotiated contracts with housekeeping and cleaning contractors;

Organisation : JobScan Business Services Dubai - UAE

Designation : Business Consultant (Temp).

Duration : (2 Months)

Achievements:

* Handled all levels of Executive Search for Banking and Finance Professionals
* Responsibilities included Screening, Shortlisting, Interviewing and Final Execution of the Interview details, follow-up with clients and feedback to candidates sent for interviews.
* Prepare Candidate profiles to be sent to the client.
* Service new leads and maintain Client Relationship.
* Providing value added services to all clients.

Organisation : K&J Associates. Mumbai – India (Executive Search Consultants)(Media Specialists).

Designation : Associate.

Duration : 2000 - 2001.

Achievements:

* Handled Middle to Senior level Executive Search for H.R. Professionals and Market Research Professionals.
* Responsibilities included Screening, Interviewing and Final Execution of the Interview details, follow-up with clients, feedback to candidates sent for interviews.
* Serviced new leads and maintain Client Relationship.
* Prepared candidate profiles to be sent to the client.

Summer Project during MBA : D.S.Kulkarni Group of Companies.

Project Title : Study of Job Profiles including Key Result Areas for Managerial

Control and Performance Management.

Project Work :

* Involved in preparing Job Descriptions for 150 positions.
* During the 8 weeks I got hands on exposure towards preparation and maintenance of various documents for the purpose of ISO 9000 Accreditation.
* Prepared the Service Regulations for the Company.
* Updated the Company Manual.
* Identified the Training / Managers Development needs for the employees in the Organisation. (Past practices and future needs).

Value Additions:

* Represented IMERT at "The World Strategy Forum" in the presentation contest. The theme being “Strategic Imperatives For Improving Bottom Line In The New Millennium - Ideas & Opportunities”. It was held at the Nehru Centre, Mumbai.
* Diploma In Systems Management from APTECH - One year course.

Subjects covered : Windows, C Programming, FoxPro.

Project done : Health Club Management – In FoxPro.

Completed a 3 months course in German Language from Max Mueller Bhavan, Pune, India.

Personal Details

**Date of Birth : 21st May 1977**

Qualification : M.B.A. (H.R. Specialisation) – Masters in Business Administration