**CAREER OBJECTIVE:**

In quest of career enrichment in the domain of **Human Resource Management** with a growth oriented organization of high repute.

**PROFESSIONAL SYNOPSIS**

* A result oriented professional with nearly **4+ years** of rich experience in **Human Resource Management**, **Administration and Recruitment / Resourcing**; currently serving **Apogee Healthcare Pvt Ltd**., Mumbai, India as **Asst. Manager HR, ADMIN & Operations.**
* **Experience** in managing the complete gamut of tasks involved in **recruitment** including **head hunting**, **sourcing**, screening & shortlisting the resumes, scheduling & conducting interviews and **negotiating salaries**.
* Adept at **people management**, handling **employee grievances** thus creating an amicable & transparent environment.
* Experience in conducting **training programs** towards enhancing employee productivity and building committed teams; possess **strong communication**, **interpersonal** and **management skills**.

**ACHIEVEMENT:**

**In Antal International Network**

* **Closed senior level position** for manufacturing company
* Worked on **Mid to Senior Management position**
* Closed position such as GM / AGM Production and VP Operations for Auto Comp Industry
* **Achieved** **target** up to **100%**

**In Apogee Healthcare Pvt Ltd**

* **Formulation & implementation** of new **HR Policies**
* **Setting** up **HR Department**
* Recruited **200 + staff** for **back office** as well as complete **sales team PAN India**
* Recruited from entry level to senior management
* Formulation & implementation **Sales** and **Travel Policy** for Sales staff
* Received **Best Performance Award 2014 - 2015**

**KEY SKILLS**

* Managing the **recruitment life - cycle** for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
* Conducting **exit interviews** to gather data for improving working conditions and retaining employees.
* Conducting **induction programs** for new recruits.
* Working out the **compensation** **plan** and **policies**.
* Maintaining and preparing **Employee documentation** and **Employment contract**.
* Dealing with the **FNF procedure** of employee.
* Conducting researches to study the current compensation trends in the market.
* Developing and implementing the **performance appraisal system** for the company and coordinating it with other line managers.
* Identifying the training needs, **developing training programs** to ensure constant learning and development of employees.
* **Conducting sales training** for active retail products (Personal Skin Care) – (In Apogee Healthcare Pvt Ltd)
* Handling complete **payroll process.**
* Establishing a proper **organizational structure**.
* Developing and implementing **disciplinary policies** and **employee welfare policy**.
* Handling complete **sales operations** **& reporting** (**PAN INDIA), marketing coordination and general administration.**
* Preparing **sales analysis reports** monthly, quarterly and yearly.
* Hands on experience working on **MS-Office and sales software.**

**CAREER HISTORY**

**PVT LTD. (FMCG INDUSTRY)**

Asst. Manager – (HR, Admin & Operations)

January 3, 2013 – March 12, 2016

**INTERNATIONAL NETWORK (UK based consultancy)**

Sr. Associate Consultant

February 2012 – December 2012

**TECHNOLOGIES PVT LTD (IT)**

HR Executive

May, 2010 – November 2011

**SCHOLASTICS**

**Masters in Business Administration (MBA)** in **HR** from Sikkim Manipal University with “A” Grade

**Bachelor of Management Studies (BMS)** from Mumbai University in the year 2009-2010, Secured aggregate marks 70%

**PERSONAL DETAILS**

Date of Birth – August 24, 1989

Marital Status – Single

Nationality – Indian

Languages Known – English and Hindi (Verbal and Written)

Current Location – Dubai, UAE

Current Visa Status – Visit Visa

**First Name of Application CV No :** **1695438**

Whatsapp Mobile: +971504753686

