**Curriculum Vitae**

Sai Surya Prakash Sekar

**Career Summary:**

Over 8 Years of Experience in Human Resource and Operations Management across Education, Logistics and Financial sectors in UK, India , USA and Asian Pacific Market.

**Key areas of Expertise:**

* Talent Management
* Knowledge Management
* Performance Management
* Training and Development
* Employee Relationship Management
* Conflict Management

**Work Experience:**

**June 2013 – Present Manager –HRM Consulting, Inwinci Ltd UK -**

**Part of Ignite Programme, University of Warwick Science Park, UK**

**Key responsibilities:**

* Creating **HR strategy** to recruit and retain talented professionals in alignment with changing client’s requirements to support business operation.
* Developing and Implementing **Training , Coaching and Mentoring programme** to seamlessly integrate learning management system within the organization
* Implementing Human Resources Programme encompassing *Recruitment, Onboarding & Orientation , Compensation & Benefits, Training & Development and Regulatory Compliance (Health , Safety and Legal)*

**Nov 2012 – May 2013 Marketing Manager, My Cater Ltd UK -**

**An Innovative Corporate Catering Service for London’s Financial District**

**Key responsibilities:**

* Market Research (Collect , Analyze and Catalogue Market data)
* Designing marketing strategy to reach targeted customer with customized offers and solutions
* **Creating Action Plan** to increase sales by analyzing different marketing segments and associated KPI

**Aug 2008 – Aug 2010 HR Programme Manager**, **Time Rich Shipping Pvt Ltd India -**

**An International Logistics Service Provider for Asian Pacific Market**

**Key responsibilities:**

* Developing and implementinga **large scale HR programme plan**
* Developing HR strategy to recruit, train, evaluate and compensate operations teams
* Implementing **administration policy** *on processing, storage and distribution of contracts, records and documents.*

**April 2006 – July 2008 Senior Process Associate, Allsec Technologies Ltd India**

**A Contact Centre for Dell Financial Services of DELL Inc, USA**

**Key Responsibilities as senior process associate**

* Ensure work allocated to staff is completed in a timely and accurate fashion within agreed SLA
* Mentor, coach and develop team members, and **support workplace learning**
* **Conduct performance appraisals** for the team and train them to *maximize their productivity*

**Education and Certifications**

**Knowledge Management Qualification:**

* *Knowledge Management Certification* , **University of Oxford** , UK - (July 2015)

**Business Management Qualification:**

* M.Sc. Financial Services, Risk & Operation ,Glasgow Caledonian University, UK- (2010–2012)
* B.Sc. Information Systems and Management , **University of London** - *International Programmes* , UK – (2006 – 2009)
* Diploma in Quality Management , **British Standards Institute**, India – (Aug 2009)
* Diploma in Logistics and Supply Chain Management, The School of Business Logistics, Singapore – (Feb 2009)

**Project and Process Management Qualification:**

* Prince 2 Practitioner , **APMG , UK** – (Sep 2012)
* Managing Successful Programme – MSP , APMG ,UK – (Aug 2012)
* Lead Auditor – ISO 9001:2008 (QMS) –- British Standards Institute, India – (Sep 2009)
* Six Sigma – Green Belt – **Ministry of Micro, Small and Medium Scale Enterprise, India** – (Aug 2008)
* Lean Practices **-** Ministry of Micro, Small and Medium Scale Enterprise, India – (Feb 2007)

**Technical / Non-Technical Skills:**

* Microsoft Word, Excel, Power Point and outlook
* People Management and Negotiation skills
* Statistical analysis and Project Management
* Fluent in English, Hindi and Tamil

**Job Seeker First Name / CV No: 1841958**

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