.

**Lijeesh**

***Languages Known:***

English, Hindi, Marathi, Malayalam &Tamil.

***Hobbies:***

* Listening Music
* Watching Movies
* Travelling

***Certification:***

ISO Lead Internal Auditor 9001: 2008

**OBJECTIVE**

To seek a position to utilize my skills and abilities to the best of my knowledge

and to grow professionally while being resourceful, innovative and flexible.

**Professional Strengths:**

* Adapted to work under pressure both independently and as a part of team
* Good project management and people management skills
* Excellent communication and interpersonal skills; proactive & good team player
* Good learning ability
* Can meet with the deadlines with ease and efficiency

**Total Work Experience: 9 years**

**Roles Handled in Career**

* Senior Project Management Executive (Dubai)
* ISO Internal Auditor (Dubai)
* Senior HR Admin Executive (Dubai)
* Team Leader ConfirmIT Programmer (India)
* Global ConfirmIT CAPI Support (India)
* Senior ConfirmIT Programmer (India)
* Global ConfirmIT Programming Trainer (India)
* Financial Investment Advisor (Dubai)

## Details of work experience:

## V7 Humane Human Resources: Mumbai April 2016 – Oct 2016

**Freelancing HR Recruitment**

**Responsibilities:**

* Conducting telephonic interviews & Schedule Face To Face interviews with Clients.
* Coordinating with the clients for the feedback on the profiles sent.
* Handling End - End Recruitment cycle (Domestic and International).
* Analyzing & discussing the JD of the candidates as per the client’s requirement.
* Sourcing candidates from portals like Naukri, Monster.
* Screening of candidates resumes & analysis according to client requirement.
* Pre interview and post interview follow ups with the candidates.
* Coordinating with clients & candidates till end process
* Constantly be in touch with the candidate until they join.

## SamTech Middle East: Dubai Dec 2014 – Feb 2016

**Senior Project Management Executive / ISO Internal Auditor/ Business Development Executive/ Senior HR Administrator**

**Responsibilities:**

* **Senior Project Management Executive**
* Development and Management of program and project plans - reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner and preparation of project status reports, presentations, agendas etc.
* Actively involved in the project issue/risk management process, by contributing to the identification and prioritization of existing and potential issues and risks, and helping to develop strategies and controls to mitigate these.
* Identifying which issues and risks should be escalated to groups, and prepare relevant reports/documentation.
* Check project compliance with international standards
* Checking with government portal for getting tenders and make sure the proposal is sent on time.
* Employing effective organizational and administrative processes of project management smart practices, to facilitate the successful achievement of the project objectives.
* **ISO Internal Auditor**
	+ Preparing quality manual and quality assurance procedures for ensuring compliances as per ISO Standards.
	+ Creating Quality awareness by designing and conducting Internal Audit training programs for Managers/Key Executives whose work will affect the Quality of the product.
	+ Proactively identifying the areas of quality failure using checkpoints and taking appropriate corrective/preventive measures for resolving customer complaints and implementing system for monitoring of process and action plans.
	+ Conduct internal audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures
	+ Prepare audit reports
	+ Conduct management reviews and adequately communicating data, issues, impacts, so that management has the facts for decision-making.
* **Business Development Executive**
* Identifying new sales leads in region
* Make sure all NDA and other contract is reviewed and signed before the partnership.
* Attending conferences, meetings and industry events
* Preparing power point presentations.
* Contacting clients to inform them about new developments with the company’s products
* Training and helping team members develop their skills
* **Senior HR Administrator (Temporary)**
* Ensure that accurate job descriptions are in place
* Identify training and development opportunities
* Organize staff training sessions, workshops and activities
* Process employee requests for outside training while complying with policies and procedures
* Monitor daily attendance.
* Investigate and understand causes for staff absences
* Provide advice and recommendations on disciplinary actions.
* Prepare notices and advertisements for vacant staff positions.
* Schedule and organize interviews. Participate in applicant interviews.
* Develop and implement a human resources plan and personnel management policies and procedures
* Promote workplace safety.
* Provide advice and assistance to staff and management on pay and benefits systems.
* Explain employment standards and legislation such as workers compensation, labor standards and Fair Practice Act.
* Taking approval for new staff recruitment
* Arranging visa for newly appointed staff
* Taking care of all the insurance with regards to office and employee.
* Making sure all the license and other documents related to vehicle and office are renewed on time.

## Century Financial Brokers: Dubai Jan 2014 – Aug 2014

**Financial Investment Advisor**

**Responsibilities:**

Worked as an Investment Advisor in a reputed financial brokerage company (Dubai), dealing with online investment products for global Stocks, foreign currency and commodities.

* Calling potential customers
* Arranging meetings
* Explaining products
* Sales and marketing
* Closing deal
* Providing assistance for handling finances
* Regular follow ups with clients for feature business

## The Nielsen: India Sept 2007 – Oct 2013

**Senior Executive**

**Responsibilities:**

* **Global CAPI support, Senior Survey Programmer, Global Survey Programming Trainer**
	+ Project development to roll out from PAPI to CAPI in region like Asia, Middle East, Africa and USA.
	+ Fully in charge to setup a team and train the team with process regarding conversion from PAPI to CAPI in regions like Asia, Middle East, Africa and USA.
	+ In Charge of mobile and mini laptop procurement in India and Middle East countries.
	+ To create weekly, monthly and yearly KPI report with regards to CAPI conversion for entire Global region.
	+ Help to develop new and additional tools for CAPI based on the feedback from stake holders and leaders of different countries to avoid human errors.
	+ With regular follow ups with stake holders and leaders of other countries to ensure smooth running of CAPI application on field.
	+ As a team leader in team was responsible to train the new joinees, mentor them and allocate different projects and task to different team member.
	+ Define CAPI related processes from the requirement of stake holders and leaders on field.
	+ In charge of technically supporting the CAPI applications like ConfirmIT and SODA
	+ Solving issues related to ConfirmIT and SODA survey application.
	+ Leading team with their job allocation and giving them time to time feedback.
	+ Programming survey in ConfirmIT, data export, creating datatemplate, WI template, Survey Layouts etc. for ConfirmIT projects assigned.
	+ Flash integration – Displaying data and capturing back into ConfirmIT.
	+ Monitoring the flow and response rate.
	+ Working with quality analysis team to ensure highest levels of customer satisfaction including RDG check, daily data check analysis, report and tackling issues with the Data Processing team.
	+ Debug and correct the complex coding issues.
	+ Close coordination with the Project Manager for project briefings and post survey data.
	+ Mentoring new joinees with the process and standards.
	+ Leading team with their job allocation and giving them time to time feedback.
	+ Involved in creating checklist on standards and process adherence.

## Ugam Solutions : India Sept 2006 – Sept 2007

**Survey Programmer: ConfirmIT**

The primary role is to take over the full responsibility for the programming of surveys related to On Line Market Research projects. This includes the overall responsibility of the survey programming, planning, and communication with client and with the Project Manager.

**Responsibilities:**

* Programming, data export, data template creation, WI template, Survey Layouts etc. for ConfirmIT projects assigned.
* Design and development of complex Custom HTML and JavaScript including frameworks like Jquery and implementing these requirements in ConfirmIT.
* Working with quality analysis team to ensure highest levels of customer satisfaction including RDG check, Daily data check analysis, report and tackling issues with the Data Processing team.
* Debug and correct complex coding issues.
* Close coordination with the Project Manager for project briefings and post survey data.

**ACADEMIC RECORD**

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| --- | --- | --- | --- |
| Degree | Institution | University | Year  |
| B.Sc Computer Science | R.J. College | Mumbai | 2006 |
| MBA (M.I.M) | SIMSR College | Mumbai | 2011 |

## Declaration

I hereby declare that the above furnished data is true to the best of my knowledge.

Reference will be provided as per the request.