**HIGHLIGHTS OF QUALIFICATIONS**

* An experienced CHRL candidate with 9+ years (full time) of experience in HR at professional level.
* Increased employee retention and decreased turnover by over 15%
* Saved in recruitment costs over 50%
* Decreased training costs by more than 30%
* Strategic HR with Operational Efficiency- Experience and knowledge in implementing HR policies, modifying HR policies, reviewing applicable laws, Orientation/On-boarding , Health & Safety ,Employee engagement , Talent acquisition process, Recruitment & Selection, events, managing databases and interviews, HR Administration and Training & Development, HR experience in HR Administration, Recruitment & Selection, orientations, events, managing databases conducting interviews, Disability Management/AODA/WSIB.
* Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
* Member of Human Resources Professional Association (HRPA)

**WORK EXPERIENCE**

**HR Manager**

**Silfab Solar Inc.**

**July 2016-Present**

* Manages all the HR functions for the Company
* Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
* Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labour relations, and employee relations.
* Analyze training needs to design employee development, language training and health and safety programs.
* Work with the management team to achieve operational efficiency through maintaining desired manpower, ensuring employee satisfaction is high, and developing future strategies to ensure success.
* Create/conduct new hire orientation program to ensure smooth transition for new hires.
* Complete full life cycle recruitment for all positions in the company (production, support staff, management).
* Focus on increasing retention rate through ensuring high levels of employee satisfaction, and competitive benefits are in place.
* Ensure training is provided to maintain the expected levels of knowledge required to grow as a company (maintaining training matrix).
* Administer compensation, benefits and performance management systems
* Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
* Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
* Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
* Develop and/or administer special projects in areas such as employee awards
* Provide terminated employees with outplacement or relocation assistance
* Working closely with management and the recruitment team to understand business objectives, corresponding staffing needs and to execute recruitment strategies
* Experience in taking through the process/inspection by Ministry of Labour for answering/modifying and compiling with the laws as required.
* Creating, updating and implementing new policies as per the requirement /standards set by Ministry
* Administrating and co-ordinating support in the areas of workplace inspections, JHSC committee meetings and OHS Inspections
* Designed created and implemented AODA standards & trained all the employees as per the requirement.
* Taking care of WSIB complaints, follow-ups and incidents investigation.
* Interacting with the Staffing agencies in relation to the recruitment activities at all levels. Also, answering to the follow up emails of candidates' status after interview with them.
* Facilitating the entire recruiting process, including but not limited to, creating and posting job descriptions, screening candidates, conducting interviews, coordinating interviews with line managers and to execute recruitment strategies

**HR Specialist**

**Silfab Solar Inc.**

**May 2015-June 2016**

* Provided job to in on-boarding, providing job candidates by screening, interviewing and testing applicants; orienting new employees
* Developed and maintained interview guides and other selection tools
* Answering internal and external inquiries on HR related matters, training in employment standard laws, maintained personnel records, conducted background checks
* Participation in Joint Health and Safety Committee meetings and accident/incident investigations
* Follow HR procedures and make suggestions to improve controls where necessary.
* Ensure checklists are completed for new hires, terminations and all employee changes
* Plan and provide training in consultation with heads of different functional & operational areas
* Maintain discretion and confidentiality while ensuring a high degree of integrity and professionalism
* Prepare confirmation of employment letters, maintaining Human Resource files, answering internal and external inquiries on HR related matters and maintained personnel records. Maintain discretion and confidentiality while ensuring a high degree of integrity and professionalism
* Ensure checklists are completed for new hires, terminations and all employee changes.
* Follow HR procedures and make suggestions to improve controls where necessary.
* Handling the grievances related to internal clients (employees/supervisors/managers).
* Investigating Inventory and develop procedures for the Equipment Use and Maintenance Program. Updating and maintaining First Aid boxes
* Strong knowledge of occupational health and chemical safety principles, knowledge of WHMIS Regulation, Designated Substances Regulation and Occupational Health & Safety Act (OHSA),
* Conducting research on new legislation and board policies and procedures .Maintaining an up-to-date safety sheet database.

**HR Manager**

**Nanda Technology Group**

**September 2011 – June 2013 (Full Time)**

Reporting directly to the Chief Operating Officer and was responsible for the analysis of Human Resources issues for the company.

* Worked closely with management and the recruitment team to create and update job descriptions with critical competencies, understand business objectives, corresponding staffing needs and to execute recruitment strategies
* Responsible for recruitment and training for BPO’s
* Business tie ups with various companies
* Handling the grievances related to internal clients (employees/supervisors/managers).
* Provided feedback to the employees in person during the performance reviews.
* Ensure best standard of training to achieve highest retention rate
* Strong attention to detail, customer service skills to respond to phone and email inquiries and provide program information to internal and/or public clients
* Responding to specific manager requests to assist with screening their applicants by investigating their issue and providing an appropriate response. Follow up emails to candidates' status after interview. Ensure checklists are completed for new hires, terminations and all employee changes
* Networked pro-actively in order to build a quality candidate pipeline yielding a consistent flow of top talent, leveraging a variety of tools including Monster, Naukri and others.
* Provided job to in onboarding, providing job candidates by screening, interviewing and testing applicants; orienting new employees
* Strong attention to detail, customer service skills to respond to phone and email inquiries and provide program information to internal and/or public clients. Handling grievances and queries related to internal (employees) and external clients.
* Prepare confirmation of employment letters, maintaining Human Resource files, answering internal and external inquiries on HR related matters and maintained personnel records. Maintain discretion and confidentiality while ensuring a high degree of integrity and professionalism
* Assisted and coordinated with the management on Human Resources and administration matters
* Assisted in the coordination of policy implementation, procedures and modifying HR policies
* Networked with other internal and external sources on best practices, processes and information

**Franchise Partner/HR Manager**

**Vision Unlimited**

**January 2006 –August 2011 (Full Time)**

Instrumental in implementing new policies related to Recruitment/Health and Safety and other HR requirements as needed and updated as per the Provincial/State laws. Coaching of new and existing employees, managers in the matter related to HR work, policies, employment and other things related to Human Resources.

An out of the box thinker in developing and implementing the HR policies (for example –referral policy to motivate and retain employees in our organisation as well as for clients, also assisting clients in implementing these policies)

Analysed and evaluated number of HR policies/ procedures then assisted and coordinated with the Director on Human Resources and administration matters

* Facilitated the entire recruiting process, including, but not limited to, creating and posting job descriptions, screening candidates, conducting interviews, coordinating interviews with hiring managers
* Networked pro-actively in order to build a quality candidate pipeline yielding a consistent flow of top talent, leveraging a variety of tools including Monster, Naukri, Workopolis and others.
* Recruited graduates of colleges, universities and other educational institutions
* Developed process trainings /communication skills training and maintained the training reports and MIS
* Handling the grievances related to internal clients (employees/supervisors/managers).
* Feedback to the employees in person during the performance reviews.
* An effective communicator with exceptional interpersonal skills and hands on experience in training, recruitment and development of subordinates
* Planned training requirements in consultation with heads of different functional & operational areas and conducting trainings
* Worked closely with clients/ management and other managers/employees and the recruitment team to create and update job descriptions with critical competencies, understand business objectives, corresponding staffing needs and to execute recruitment strategies
* Trained and managed the recruitment staff, training staff and HR admin.
* Strong attention to detail, customer service skills to respond to phone and email inquiries and provide program information to internal and/or public clients
* Responding to specific manager /client requests to assist with screening their applicants by investigating their issue and providing an appropriate response. Follow up emails to candidates' status after interview. Ensure checklists are completed for new hires, terminations and all employee changes
* Networked pro-actively in order to build a quality candidate pipeline yielding a consistent flow of top talent, leveraging a variety of tools including Monster, Naukri.com and others.
* Provided job to in onboarding, providing job candidates by screening, interviewing and testing applicants; orienting new employees, updated organizational charts, ran HR reports.
* Prepared confirmation of employment letters, maintaining Human Resource files, answering internal and external inquiries on HR related matters and maintained personnel records. Maintain discretion and confidentiality while ensuring a high degree of integrity and professionalism
* Assisted in the coordination of policy implementation and modifying HR policies
* Networked with other internal and external sources on best practices, processes and information
* Facilitated the entire recruiting process, including, but not limited to, creating and posting job descriptions, screening candidates, conducting interviews, coordinating interviews with hiring managers
* Recruited graduates of colleges, universities and other educational institutions
* Developed process trainings /communication skills training and maintained the training reports and MIS
* An effective communicator with exceptional interpersonal skills and hands on experience in training, recruitment and development of subordinates
* Planned training requirements in consultation with heads of different functional & operational areas of clients and conducting trainings
* Developed and maintained interview guides and other selection tools.
* Documented human resources actions by completing forms, reports, logs and records.
* Attended and participated in job fairs, HR and business line meetings
* Assisted in the research and preparation of materials for Labour Relations issue.

**EDUCATION**/ **PROFESSIONAL DESIGNATIONS**

**CHRL- Certified Human Resource Leader Designation**

March 2016

**CHRP- Certified Human Resource Professional Designation**

December 2015

­**Human Resources Management – Post-Graduate Certificate**

September 2014 – August 2015

* High Honours (Sheridan Scholar) GPA 3.82

**Business Management Diploma**

2007 - 2009

ICFAI, India

**Bachelor of Technology (Engineering in Computer Science)**

Punjab Technical University, Punjab, India

2001 - 2005

**PROFESSIONAL DEVELOPMENT**

Microsoft Excel Workshop, Sheridan College 2015

* Analyzed and interpreted data using Excel functions and Pivot tables, generated and processed reports and queries and conducted payroll

HRIS (PeopleSoft) Workshop, Sheridan College 2015

* Navigated through PeopleSoft to enter new employee data, viewed and updated existing data, created new job codes and salaries, and generated HR reports and queries