

**Rhea**

**Email:** [rhea.341101@2freemail.com](mailto:rhea.341101@2freemail.com) C/o-**Mobile:**+971505891826

**CAREER OBJECTIVE**

To obtain a challenging position in an organisation as an incentive to learn and work hard in a growth-oriented position, which gives me the opportunity to fully utilize my skills and abilities for personal growth and for the Industry.

**PROFESSIONAL SNAPSHOT**

A vast professional experience in the fields of Administration, Human Resources and Operations Management with over 7 years of rich experience in India with expertise in Recruitment, Induction, Employee Relations, Training and development, Administration and Operations Management in the Entertainment and Manufacturing Industry.

**EDUCATIONAL QUALIFICATIONS**

* Master of Business Administration from Sikkim Manipal University, DE; (2015).
* Diploma in Financial Accounting [E-OFFICE (Ms Windows, Ms Word, Ms Excel, Ms PowerPoint, & Internet/E-mail), Tally 9.0, Peachtree 7.0, E.X. (Next Generation), Financial Analysis from Manipal Institute of Computer Education (May 2007 - October 2007)
* Bachelors in Commerce (T.Y.B.COM) from Carmel College of Arts, Science and Commerce. (Goa University) (Specialization in Financial Accounting , Auditing and Taxation)(2007)
* H.S.S.C. (Commerce) from St. Thomas Higher Secondary School. (Goa University)(2004).
* S.S.C. from St. Thomas Girls’ High School (Goa Board) (2002).

**CAREER CONTOUR**

* **Franrach**

Worked as Operations – Manager since 3rd September 2012 till 21st January 2017.

Details of Responsibility

* + - Allocation of duties,
    - Management of resources like raw materials, tools etc.
    - Maintaining the daily Job Log register
    - Site supervisions
    - Manpower Management
    - Facilitate transportation arrangements
    - Resourcing candidates through various sources and Scheduling and Conducting interviews.
    - Conducting reference checks for the shortlisted candidates.
    - Preparation of a summary report for the candidates interviewed
    - Familiarize the new joiner with the company policies, rules & regulations and Introduction to the staff members and updating the details in the next of kin & contact list
    - Identifying the training needs for individual employee
    - Exit formalities such as maintaining & completing the employee clearance form and filing it as per the company’s documentation and ensuring all the company’s property is returned by the employee leaving.
    - Ensure all the employees maintain and follow the policies & procedures
    - Attendance and Leave record maintenance
* **Sealink Marine Pvt. Ltd.**

Worked as Human Resources – Manager since 1st November 2011 till 30thAugust 2012

Details of Responsibility

* + - Overlooking the HR Team by allocating duties and responsibilities.
    - Overlooking the maintenance of records managed by the team
    - Resourcing candidates through, various consultants, placing advertisements in newspapers references & existing database.
    - Conducting the interviews and reference checks for the shortlisted candidates
    - Preparation of a summary report for the candidates interviewed
    - Familiarize the new joiner with the company policies, rules &regulations.
    - Identifying the training needs for individual employee
    - Organizing picnics and dinner parties.
    - Grievance handling of all the employees and taking necessary action
    - Maintaining the schedule for the probation period, performance appraisal & Annual performance appraisal and follow up according to schedule
    - Conducting the appraisals along with the concerned department heads
    - Updating the employees on the outcome of the appraisals.
    - Taking effective actions on the outcome of the appraisals.
    - Supervising the Preparation of scheduled performance / progress reports on individual employees.
    - Handling of all HR related admin work like arrangement of ticket for the staff personnel, accommodation arrangement, etc and make necessary arrangements for the new joiner if relocating
    - Exit formalities such as maintaining & completing the employee clearance form and filing it as per the company’s documentation policy, ensuring all the company’s property is returned by the employee leaving and calculating the leave record for that employee for his wage clearance
    - Ensure all the employees maintain and follow the policies & procedures
    - Overlooking the leave record maintenance sending and updating of half yearly leave planner for the employee to plan their leave in advance and approving yearly Holiday list
* **SOL Entertainment Pvt. Ltd.**

Worked as Human Resources – Executive since 11th July 2011 till 31st October 2011

Details of Responsibility

* + - All recruitment activities including scheduling of interviews, tabulating results, formatting resumes, updating recruitment material while ensuring confidentially of all information.
    - Familiarize the new joiner with the company policies, rules & regulations and Introduction to the staff members and updating the details in the next of kin & contact list
    - Identifying the training needs for individual employees by preparing weekly performance / progress reports on individual employees.
    - Grievance handling of all the employees through personal meet or by visiting employees at site and passing the employee grievances to the top management to take necessary action
    - Exit formalities such as maintaining & completing the employee clearance form and filing it as per the company’s documentation and ensuring all the company’s property is returned
    - Leave record maintenance sending and updating half yearly leave planner for the employee to plan their leave in advance and preparing and updating Holidays list
    - Handling of all HR related admin work like arrangement of ticket for the staff personnel, accommodation arrangement, etc
* **Creative Gaming Solutions Pvt. Ltd. (Part of the Essel Group Of Companies)**

Worked as Human Resources – Executive since 5th January, 2009 to 10th May 2011.

Details of Responsibility

* + - All recruitment activities including scheduling of interviews, tabulating results, formatting resumes, updating reports while ensuring confidentially of all information.
    - Familiarize the new joiner with the company policies, rules & regulations and Introduction to the staff members and updating the details in the next of kin & contact list
    - Identifying the training needs for individual employees by preparing weekly performance / progress reports on individual employees.
    - Grievance handling of all the employees and passing the employee grievances to the top management to take necessary action
    - Exit formalities such as maintaining & completing the employee clearance form and filing it as per the company’s documentation and ensuring all the company’s property is returned
    - Handling of all HR related admin work like arrangement of ticket for the staff personnel, accommodation arrangement, etc
    - Leave record maintenance sending and updating half yearly leave planner for the employee to plan their leave in advance and preparing and updating Holidays list
* **Zebec Marine Consultants & Services Pvt. Ltd.**

Worked as Administrative Executive for a period of 6 months (From 2nd June 2008 to 27th December 2008)

Details of Responsibility

* + Attend telephone calls and Schedule appointments.
  + Assist in preparing reports / presentations.
  + General Ad hoc admin support for the teams within the office and other branches.
  + Preparing Annual Maintenance Contracts (AMCs) for various vendors.
  + Maintaining office library, Insurance, Annual Leave and Sick leave record.
  + Arrange Corporate Gifts and for festivals such as Diwali, Ganesh Chaturthi, Etc.
  + Handle travel /hotel bookings and follow up, process visa for travel abroad and facilitate transportation arrangements
  + Assist with special event planning such as Annual Seminar and various workshops
  + Maintain clear and consistent filling systems both electronic and paper
  + Schedule meetings and prepare agendas
  + Assist in all recruitment activities including scheduling of interviews, tabulating results, formatting resumes, updating recruitment material while ensuring confidentially of all information.
* **Chartered Accountant Prashant Karekar**

Worked as accounts assistant for a period of 9 months (Between 2007 and 2008)

(Worked (Part – Time) on and off for a complete period of 9 months)

**PERSONAL VITAE**

NATIONALITY : Indian

MARITAL STATUS : Single

LANGUAGES KNOWN : English, Hindi and Konkani

PLACE OF BIRTH : Goa, India

VISA STATUS : Visit