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| **Name :** FAHAD FAHAD.349381@2freemail.com  |  **D:\Fahad Patel\Pics\Fahad Patel\Photo\27.2.2017.jpg** |
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* **CAREER OBJECTIVE:** To associate with a professional setup that enriches my knowledge in the areas of recruitment, learning and development, industrial relations, employee engagement and organizational development.

**Worked as Officer Human Resource (8th June 2015 to 25th February 2017)**

At M/s. Pearl Polymers Limited. Jigani, Bangalore

* **RECRUITMENT:**
* Responsible for complete recruitment at Jigani plant.
* Collecting Job Description from departmental heads.
* Obtaining approval from HR Head, unit head to initiate the sourcing process.
* Screening through job portal Naukri, Monster India, Linkedin and Whatsaap.
* Taking telephonic interview and short listing.
* Scheduling interview.
* If shortlisted get salary details and cross check
* Reference check/ Background verification.
* Coordinate with HO to issue Offer letter / Letter of Intent.
* On the joining day cross verify certificates and other necessary documents in line with resume.
* Prepare induction plan and execute.
* Joining formalities for new employees.
* **HR and MIS:**
* Successfully handled 90 on roll Employees and 300 Contract Workmen and staff salary process single handled for 7 months.
* Preparing training calendar.
* Maintaining monthly report and weekly report MIS Management.
* Maintaining Attendance and Leave management.
* Handling Overall Office Administration and housekeeping.
* Maintaining all the Company Employees Personnel files.
* Preparing HR Budget and Controlling the Administration Cost.
* Negotiating with vendors and scrutinizing vendor bills as per agreement.
* **INDUSTRIAL RELATION AND STATUTORY:**
* Coordinating with Trade union (C.I.T.U) and advocate on cases pending, preparing charge sheet, showcase Notice).
* Handling certain disputes in department – Labour department, Police etc.
* Preparing certain documents for cases in Labour Court in consultation with the advocate.
* Coordinating for domestic enquiries.
* Handled compliance and Labour Department.
* Coordinating with Labour office and Company Legal Adviser.
* Updating and maintaining Statutory Registers.
* **EDUCATION DETAILS:**

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| **Course** | **Name of the Institution** | **University** | **Result** | **Passing Year** |
| MHRD | Alva’s college for Post Graduate Studies | Mangalore University | 1st Class[68%] | 2015 |
| BHRD | S.D.M College of Business Management | Mangalore University | 1st Class[65%] | 2013 |

* **TECHNICAL SKILLS:**
* Knowledge of MS Word, MS Excel, MS power point and Internet,
* **PERSONAL DETAILS:**

Date of Birth : 13th May, 1992

Languages : English, Kannada, Hindi, Malayalam, Konkani, and Tulu

Marital status : Single

Visa Status : Visit Visa valid till 2nd/June/2017

* **DECLARATION:**

I hereby declare that all the information given above is true and correct to the best of my knowledge and belief