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**Yoga**

**Yoga.354465@2freemail.com**

**Professional Synopsis**

An Enthusiastic and Proactive HR Professional with a blend of **Talent acquisition and Generalist** skillsets from **4 Years’ Experience in Oil and Gas & Manufacturing Industry**. Ability to understand business acumen, industry insights, people management & expectations for effective HR functional delivery.

**Profile**

* Having a vast experience in **Entire** **Recruitment & Sourcing for ADNOC Group of companies and Construction Companies through Al Qabas Employment, UAE**.
* Having the exposure in the field of **Recruitment & Sourcing** in Human Resource Department at **Renault Nissan** **Automotive India Pvt. Ltd.**
* **Expertise in Posting vacancies and Sourcing profiles in Job Portals.**
* **Knowledge in UAE Labour Laws.**
* **Knowledge in Business Development, Visa Processing, Mobilization.**
* Enriched the excellent knowledge in **Payroll process & in the role of HR Generalist** at **Linear Polymers.**
* Having good knowledge in **Tally ERP 9** & MS Dos, MS Products.
* Possessing an Extensive Exposure in Job portals like **Naukri Gulf, Monster Gulf, Bayt, Rigzone, Oil & Gas Search, Indeed, Social network like LinkedIn, Jobster**.

**Education**

* **Master’s in Business Administration in Human Resource Management**, Anna University, India
* **Bachelors in Commerce**, Bharathidasan University, India

**Work Experience**

**Al Qabas Employment Abu Dhabi, UAE.**

**Working as a Recruitment Consultant**

**1.5 Year – 2016 (Aug’15 – Present)**

**(Currently in Notice Period – Immediately available to join)**

**Job Responsibilities: Recruitment and Selection**

* Possessing a **Rich Experience in** **Oil and GAS Recruitment for ADNOC Group of companies (ZADCO, TAKREER, GASCO, ADMA OPCO, ADGAS, AL Hosn Gas, Al Riyadah, Al Dhafra, NDC, ADNOC Distribution, and other OPCO’s)**
* Holding a Hands on **Experience in Recruitment with Construction, Construction & Engineering, Telecommunication, Hospitalities, Petrochemicals, Pharmaceuticals, Facility management, Health care companies, Etc.**
* Exposure in the Entire Recruitment Process Cycle from Gathering Requirements till Offer Roll Outs, Utilize Head Hunting, Internet Resources, Corporate Staffing, Database, Personal Networking Contact, and Internal Transfers as means of Sourcing
* **Screening, short listing, qualify and interviewed applicants to determine eligibility for existing requisitions, Co-ordinate with the Technical team of the client for conducting interviews, Obtain and provided in-depth candidate profile information, including analysis of qualifications, Employment background, perceived character attributes, and salary history. Conduct all salary negotiations throughout interview/offer process, and negotiate earlier Date of Joining.**
* Handling the requirement from sourcing to till the closure of position.
* **Leverage online recruiting resources including job boards, niche and social networking sites to identify and recruit the best candidates**
* Works closely with hiring managers and business leaders to determine the human capital needs of the departments and positions to ensure efficient and effective hiring.
* **Successfully completed many High Volume Recruitment Projects for clients on time.**
* Building and maintaining Applicant database, conducting preliminary Interviews, Co-ordinating with candidates from Interviewing to employing them for Clients.
* **Handling the end to end recruitment process & Coordinating with Department Managers.**

**Linear Polymers Limited, India.**

**Worked as a HR Recruiter & Generalist**

**8 Months – 2015 (Nov’14 – Jul’15)**

**Job Responsibilities: HR Recruiter & Generalist**

* **Monthly manpower planning through organizational chart status, vacancy forecasting and implementing it.**
* **Handling end to end recruitment process for staff and worker by sourcing profile, HR screening, Scheduling interviews, completion of joining formalities, inducting them with HR policies and maintaining candidate MIS.**
* Payroll processing, OT calculation, Leave and C-Off adjustment and proceedings final sheet to payroll team.
* **Setting JD’s along with management for staff level employees, and quarterly review against the target v/s actual and finally consolidating reports for yearly performance appraisal.**
* Ensure implementation of HR policies, rules & regulation by look after employee adherence to HR policies.
* Employee motivation by organizing various meetings and sports and cultural activities so as to keep the employees motivated and focused.
* **Responsible for handling employee separation, conducting exit interview, filling up exit no due forms recovering company recoverable and preparing F&F statements for setting employee accounts.**
* **Have worked on various sourcing mix like Job board, corporate career page, employee referral, Social networks & Campus Pool.**
* **Support TA Partners and hiring managers in complete hiring life cycle for PAN India.**

**Renault Nissan Automotive India Pvt Ltd, India.**

**Worked as a Talent Acquisition Executive**

**1 Year – 2014 (Nov’13 – Nov’14)**

**Job Responsibilities: Recruitment and Selection**

* Sourcing the candidates as per the requirements and as per the Job description.
* **Handling End to End Recruitment**
* **Handling Technical and Non-Technical, Direct hire, Contract Hire Positions**
* **Job postings in various job portals like Naukri, Times Jobs, Monster Etc.**
* **Discussing the position requirements to the prospective candidates.**
* **Coordinating with departments and scheduling interviews for the shortlisted candidates.**
* **Giving the preview of the interview process to the candidates.**
* **Negotiating the salary according to the company’s salary bandwidth.**
* Following-up the shortlisted candidates and ensuring the timely joining of the candidates.
* **Handling On-boarding and giving induction training to the new joiners about organization structure, core business, department wise induction, compliance training, policies and procedures.**
* Providing Technical Training, HR Training for employees
* Managing joining formalities of new employees and initiating back ground verification.
* Creating employees personal files and maintaining personnel records.
* Handling Recruitment budget and evaluating Cost per hire for month on month basis.
* Handling 9000+ employees’ database and manpower planning for job rotation.
* **Have worked on various sourcing mix like Job board, corporate career page, employee referral, Social networks & Campus Pool.**

**Indusind Bank Limited, India.**

**Worked as a HR – Executive (Intern)**

**6 Months – 2013 (May’13 – Oct’13)**

**Job Responsibilities: HR Executive**

* Handling Recruitment and Sourcing for corporate office.
* Handling joining documents for newly joined employees.
* Doing filing work in the PROLENDZ Software.
* Managing Employees leave planning and consulting senior HR Managers for approval.

**Professional Certification**

* Certified on “**Functional Retail Management**” by RAI (Retailers Association Of India)
* Completed work shop in **Behavioural Science & Psychology**.
* Certified on **Interpersonal Skills and Soft Skills** at SADHANA HR SOLUTIONS
* Completed Intermediate course in ICWAI in 2010.

**Academic Achievements**

* **Presented Paper** in the topic of **“Employee engagement”**,*Technical level symposium*in Bishop Heber Collegein 2009.
* **Presented paper** in the topic of “**Environmental Science”**,*Technical level symposium*in Bishop Heber Collegein 2009.

**Notable Achievements**

* Trained by **Naukri on “Effective Recruitment”** with **Renault Nissan Automotive India Pvt. Ltd** for Talent Acquisition Professionals.
* Achieved **Cent percent attendance** in 2015 at Linear Polymers.
* Received **Best New-fangled** award in 2014 at Renault Nissan Automotive India Pvt. Ltd.

**Academic Project & Internship**

* Setting up of Employee Satisfaction & Grievance & Redressal Committee in Veesons Energy Systems, India
* Measuring and Evaluating the Organizational Climate and Organizational Effectiveness in High Energy Batteries Limited, India

**Computer Proficiency and Other Technical Sets**

MS Office, Access, Outlook.

**Personal Data**

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| **Interest & Hobbies**Social VolunteeringSocialization with peopleGeneral Reading | **Other Details**Nationality : IndianDate of Birth : 16-08-1990Marital Status : SingleVisa Status : Employment VisaLinguistic Proficiency : English, Tamil, Hindi, Malayalam   |