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**DIVYA**

[**DIVYA.366225@2freemail.com**](mailto:DIVYA.366225@2freemail.com)

**DUBAI**

**PROFILE**

* **4.5 years of experience in Human Resources Management.**

**WORK EXPERIENCE**

1. **Ahalia Group, India as Executive – Human Resources (HR) from 1st March 2013 to 30th November 2016**

Ahalia Health, Heritage & Knowledge Village is under its parent organization Al- Ahalia Medical Group Abu Dhabi, UAE. The campus consist of Ahalia Foundation Eye Hospital (The fifteenth hospital in India & the first in Kerala to be accredited by the **Joint Commission International**, **United States of America** & **ISO** certificated), Ahalia Ayurveda Medical College Hospital (The first **National Accreditation Board for Hospitals & Healthcare Providers, India** accredited Ayurveda Medical College Hospital in India), Ahalia Women & Children’s Hospital, Ahalia Diabetes Hospital, Ahalia Medicine Manufacturing Unit, Ahalia Heritage Centre, Ahalia Children’s Village, Ahalia Educational Institutions and 17 Regional Centers of Ahalia Foundation Eye Hospital, all over Kerala under the same group.

Human Resources Department is the centralized department of Ahalia Campus.

**Job Responsibilities:**

* Taking care of joining formalities of the employees (Preparing offer letter, employment contract, job description & documentation).
* Attendance Management (Biometric &Manual). Updating both manual and electronic employee records with holiday requests, payroll changes, personal details change & any leave due to illness.
* Annual increment updates & review increment updates as per management’s requirements.
* Coordinating performance appraisals for increment, contract renewal & probation evaluation are forwarded to each department as requirement.
* Preparing HR related documents such as offer letter, appointment letter, confirmation letter, increment letter, transfer letter, absenteeism notice, training& internship certificate, No objection letter, experience/service certificate, relieving letter etc.
* Preparation of warning letter & termination letter with regard to disciplinary issues.
* Employees Salary Preparation.
* Preparation of Voucher payments & Extra Duty statement.
* Preparation of full & final settlement generation of experience letters, relieving letters.
* Coordinating implementation of Employee Training & Development.
* Conducting induction training for the new employees, this includes brief introduction about the company, its policies, procedures & submitting the induction Manual to the employees.
* Maintaining & developing employee’s personnel files & records, ID Cards, employee referral etc.
* Statutory Compliance Management (ESI & EPF).
* Providing guidelines to employees on a range of employment issues, other complaints & grievances.
* Ensuring the confidentiality of sensitive information.
* Negotiating with individual employees changes in their terms & conditions of employment.
* Monitoring internal transfer of the employees from HQ to RC’s & other units.

**Reports to: Manager - Human Resources**

1. **Fly Well Consultancy, Thrissur, Kerala as Executive – Human Resources (from August 2012 to February 2013)**

**Job Responsibilities:**

* Working on Recruitment & Selection Process, Searching & Short listing candidates through job portals.
* Sourcing profiles through job portals like Naukri & Monster and other media networks.
* Coordinating the candidates at client place during the scheduled interview.
* Interacting with the clients, maintained constant communication with hiring managers for completing recruitment process & procedures.
* Briefing the candidates on the company strategies, compensation package & other benefits.
* Building a smooth relationship with the candidates by ensuring pre & post offer follow up regarding the interview process, acceptance offer, date of joining, salary negotiation & ensure candidate joining new organization.
* Handling the tasks of sourcing, screening, selecting & submitting candidates to hiring managers.
* Taking regular feedback from the clients.
* Continuous interaction with the clients by phone & e-mail.
* Discussing the job profiles with the candidates.
* Coordinated between candidates and HR’s from different companies.

**PROFESSIONAL ACHIEVEMENTS**

Team member of HR**:**

* **Joint Commission International** (JCI), USA Reaccreditation Assessments in Ahalia Foundation Eye Hospital, Palakkad, India for the year 2015.
* **National Accreditation Board for Hospitals& Health Care Providers** (NABH), India Accreditation Assessments in Ahalia Ayurveda Medical College Hospital, Palakkad, India for the year 2014.

**EDUCATIONAL QUALIFICATION**

* **Master of Business Administration in Human Resources, 2010 February**

Sikkim Manipal University

* **Bachelor of Commerce with Co- operation, 2007 April**

Calicut University

* **Higher Secondary Course (Plus Two) in Commerce, 2004 March**

Gov. V. H. S. S. Talikulam

* **SSLC, 2002 March**

S. H. of M. C. G. H. S. Kandassankadavu

**ADDITIONAL QUALIFICATION**

* Certificate Course on Practical Accounting & Taxes (6 Months).
* Holder of IRDA (Insurance Regulatory and Development Authority of India) License to practice as Insurance Agent, Max Life Insurance for a period of 3 years (2012 to 2015).

**PROJECT DONE**

* **Study on the Training & Job Satisfaction among IT Professionals** at Institute of Professional Studies & Research (IPSR), Ernakulum.

**TECHNICAL SKILL**

* Proficiency in MS Office, Internet, E-Mail

**REFERENCE**

Available on Request