**Sisha’**

[**Sisha.370223@2freemail.com**](mailto:Sisha.370223@2freemail.com)

Dedicated HR professional with over 6 years of experience managing a full spectrum of human resources programs, services and functions.

**Key Skills and Competencies**

|  |  |
| --- | --- |
| * HR Generalist affairs * Benefits/Payroll Administration * HRMS Database Management * Training and Development planning * Staff Recruitments, Retention & Counseling * Programs & Event Management. | * Man power planning * Team Building/Morale Building. * HR Policies & Procedures * Disciplinary Procedures. * Payroll * Confidential Record Keeping. |

**Professional Experience**

**Kairali Ayurvedic Group- Delhi**

It’s a leading Ayurvedic company which provides Ayurvedic treatments through Ayurvedic medicines, and Ayurvedic therapies. It has 35 centers within Indian and 11 International locations.

**Designation: Human Resource Manager**

**Duration- Jan’ 2017- Till date**

Handling 35 Domestic centers and 11 international Locations form Head office which includes the following:-

* Developing the HR plans and policies in conjunction with the company’s overall development plan.
* Overall responsibility of man power planning and recruitments.
* Developing the induction programs for the new recruits.
* Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
* Identifying the training needs, developing training programs to ensure constant learning and development of employees.
* Responsible for monthly payroll, working out the compensation plan and policies.
* Coordinating with international locations for VISA Process.

**Randstad India Pvt Ltd**

Randstad is a Dutch multinational human resource consulting firm headquartered in Diemen, Netherlands. Randstad is the world's second-largest HR service provider and operates in around 40 countries.

**Designation- Recruitment Consultant**

**Duration- Sept 2015 – Sept 2016**

* Develop and manage the recruitment process for clients through sourcing; screening and short-list candidates; briefing and preparing candidates with relevant information on the client; co-ordinate interview logistics; negotiation of remuneration packages ensuring client needs are met in a timely manner.
* Ensuring potential candidates are constantly nurtured also keeping track on their career aspirations thereby ensuring they are placed at the right place when a business opportunity arises.
* Develop and maintain cordial client relations to ensure a good understanding of their current and future priorities.
* Ensure healthy pipeline of prospects & Ensure customer satisfaction
* Complete and update client and candidate details in administration systems to support effective management information reporting
* Comply with company policies and procedures including business principles; misconduct reporting procedure.

**Jaypee Hospital**

The Jaypee Hospital is the flagship hospital of the Jaypee group, which heralds the group’s noble intention to enter the healthcare space. This hospital is planned and designed as a 1200 bed tertiary care multi-specialty healthcare facility and is currently in the process of building and commissioning over 525 beds in its first phase. Located in Sector 128, Noida (Delhi/NCR), it shall be operational by the first quarter of 2014.

**Designation- HR Executive**

**Duration- April 2014 – Sept’ 2015**

* Processing and maintenance of payroll records in accordance with policies and procedures.
* Assessed recruitment trends; proactively recruited candidates through direct recruitment, internet mining and other creative methods, performed screening, interviewing, applicant assessment and presenting of candidates to Hiring Managers to finalize the recruitment process and assisted in hiring decision. Identified new, cost effective resources for recruitment, and tracked and reviewed effectiveness of advertisement sources.
* Induction & orientation of new Joinees and ensuring its due completion.
* Practiced in performing payroll processing functions involving computation of salary, preparation of certificates, etc.
* Issuing Joining , experience and warning letters.
* Organize development and functional training programs for staff.
* Organizing employee engaging programs and manpower plan quarterly.

**TATA CONSULTANCY SERVICES LTD (On Contract).**

Tata Consultancy Services Limited (TCS) is an Indian [multinational](https://en.wikipedia.org/wiki/Multinational_corporation) [information technology](https://en.wikipedia.org/wiki/Information_technology) (IT) [service](https://en.wikipedia.org/wiki/Service_(economics)), [consulting](https://en.wikipedia.org/wiki/Information_technology_consulting) and business solutions company [Headquartered](https://en.wikipedia.org/wiki/Headquarter) in [Mumbai](https://en.wikipedia.org/wiki/Mumbai), [Maharashtra](https://en.wikipedia.org/wiki/Maharashtra). It is a subsidiary of the [Tata Group](https://en.wikipedia.org/wiki/Tata_Group) and operates in 46 countries. TCS is one of the largest Indian companies by [market capitalization](https://en.wikipedia.org/wiki/Market_capitalization)

**Designation – HR Support**

**Duration - Jan 2011 to July 2013**

* Coordination with Technical panel and understanding their requirements, defining job positions.
* Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
* Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
* Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
* Keeping track of Confirmation, Appraisals, and Increments of employees.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
* Assisting in HR events eg: TCS IT WIZ in Delhi, Spandan a TATA group event.

**Organization– HCL Info systems.**

Designation – Admin Coordinator.

Duration- 6 months Experience (June – November 2010)

**Academic Qualification**

* B.A (English) from Delhi University.
* Pursuing PGDM-HR from Symbosis Distance learning
* Senior secondary school examination from C.B.S.E board in 2009.
* Secondary School Examination from C.B.S.E board in 2007.

**Hobbies and Interests**

Hobbies: Interior designing.

**Personal Information**

Date of Birth: 19 Nov 1988

Gender Female

Marital Status Married

Husband’s Name: Mr. Renjith R

Languages: English, Hindi & Malayalam

**The information provided herewith is accurate and recent to the date indicated below.**