**PRPREETI**

Dear Sir / Madam

It is with pleasure and high expectation that I submit my application to you for the position in Human Resources department. I am highly proactive and results driven HR professional, who enjoys being part of an energetic and dynamic team. I come to you with a reputation as a strong and committed worker, who has a very good understanding of HR selection processes, screening applicant CV’s, developing job descriptions, writing job adverts, checking application forms and maintaining employee records.

In my previous roles I was in charge of analyzing CVs, interpreting employment law and advising others on Human Resource policies and procedures. As well as having a comprehensive familiarization with performance management, payroll, employee engagement activities, on boarding, induction. I am also proficient in processing filing systems, maintaining databases, typing letters and reports and managing confidential information.

Further to all of the above, I have a long track record of providing advice and assistance on policies, procedures, legislation to both junior and senior staff. On a more personal level, I am passionate, enthusiastic, and driven to succeed in any tasks that I am given.

I look forward to the next step in this process, and thank you for taking an interest in my application.

Yours sincerely,

[Preetirani.372372@2freemail.com](mailto:Preetirani.372372@2freemail.com)

Preetirani

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**Preetirani**

**High-Impact Human Resources Professional**

**Recruitment ~Human Resource Management ~ Employee Engagement ~ Performance Management ~ Organizational Development ~ General Administration**

*“A dedicated professional with proficiency in mastering HR situations, highly knowledgeable in a wide variety of professional disciplines and an expert in recruitment & HR Operation.”*

**Location Preference: UAE**

**PROFILE SNAPSHOT**

* A vibrant performance-driven professional **with 6.4 years of rich combined expertise in Talent Acquisition & Retention, Payroll, compliance & Strategic HR operations with key focus on profitability & optimal utilization of resources.**
* Proven expertise in HR generalist domain across all verticals of HR such as **Talent Acquisition & Retention, Training & Development, Performance Management, Framing & Implementation of HR policies & procedures, Rewards & Recognition, Employee Engagement, Compensation & Benefits, Grievance Handling, MIS, Time Office Management, HR Compliance & Audit** etc.
* Proficient in people management, maintaining healthy employee relations, managing employee grievances thus creating an amicable & transparent environment.
* Proficient in **implementing HR systems and policies, conducting training programs** towards enhancing employee productivity and building committed teams.
* Expertise in with**Recruitment**capabilities in HR system and operations.
* **A creative thinker, luminary, problem solver and decision maker** who balances needs of employees with the organizational mandate.
* Proficient in **spearheading talent acquisition & employee relation activities** and setting priorities for improving the competence of the work-force.
* **Outstandingly successful in managing end-to-end HR processes at different levels** and ensuring risk & compliance for the business.
* **Team-based management style** coupled with the zeal to drive visions into reality as well as achieved the same through **effective mentoring, training and career planning of team members.**
* Strong communication, interpersonal relations, mentoring, negotiation and leadership skills.

**CORE COMPETENCIES**

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| --- |
| **- Recruitment & Selection - HR Generalist Affairs - Payroll Management**  **- Performance Management - Talent Acquisition - Training & Development**  **- Compensation Management - Policy Formulation -General Administration**  **- Employee Engagement - Organizational Development** |

**ORGANISATIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **ORGANIZATION** | **DESIGNATION** | **DURATION** |
| Nufame Technologies LLP | Human Resource Manager | Since June’ 2015 to June’ 2017 |
| Sesha Computers Private Limited | Assistant Manager-HR | May’2013 to April’ 2015 |
| Enhance Solutions Private Limited | Recruiter- HR | Feb’2011 to April’ 2013 |

**Nufame Technologies LLP**

**Key Result Area:**

* Replying to job applicants in a professional manner.
* **Advising senior managers on the legal risks of any HR decisions**.
* Making sure that all shifts are fully staffed.
* Developing employee surveys and organizing focus groups to gauge the mood of company staff.
* **Rewarding employees** for their performance, attitude and skills.
* **Developing personnel policies and processes.**
* **Organizing employee training programs**.
* **Promoting equality policies.**
* **Conducting employee exit interviews and getting feedback** from staff who are about to leave the company.
* **Keeping accurate employee records**.
* Organizing work flow so that the office runs at maximum efficiency.
* Identifying employees who need extra training that will teach them how to properly carry out their duties.
* Taking instructions from senior managers.
* Consulting with senior management regarding special issues.
* **Managing employee benefit programs**.
* **Writing up adverts** that will attract the best and brightest candidates.
* Having **telephone interviews** with job applicants.
* Having **face to face interviews** with job applicants.
* Making sure that employees are paid the correct amount and on time.
* **Carrying out routine administrative and clerical duties.**
* Ensuring that all **HR staff handles employee personal data** in a **professional and confidential manner**.

**Sesha Computers Private Limited**

**Key Result Area:**

* **Talent Acquisition & Retention Planning.**
* Manpower Planning, Recruitment & Selection.
* Management of the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Organize **induction and orientation programs** for the new recruits, along with conducting training.
* Maintain records and compiled statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, training data and absenteeism rates.
* Strategic planning and **analysis on Compensation and benefits.**
* Conduct analysis on the role, performance plan and accordingly evaluate the performance of the team.
* Employee Communication and Engagement activities.
* **Implementation of HR policies and Statutory Compliance.**
* **Responsible for performance Management.**
* Team Grievance and Conflict Management.
* Managing Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management.
* Administering conceptualisation of the Performance Management System for rewarding exceptional performers
* Ensure statutory compliance **with TDS on salaries, Provident Fund (PF), ESIC, Labor Laws, Gratuity provisions and other statutory liabilities like Bonus& Gratuity** etc.
* Monitoring Performance Appraisal System.
* **Attendance, Payroll Management & Compensation.**
* Responsible for maintaining discipline, managing misconducts, employee counselling, grievance handling and employer-employee relations etc.
* Preparing Memos and Disciplinary Proceedings.

**Enhance Solutions Private Limited**

**Key Result Area:**

* Working on various portals.
* Screening candidates as per client requirements.
* Lining up of candidates.
* Satisfying client’s requirement.
* Referral Drives.
* MIS maintaining.

**IT DETAILS**

Conversant with HRIS, MS Office (Word, Excel, PowerPoint, Outlook) and Internet Applications.

**ACADEMIC CREDENTIALS**

* 2010 MBA in HR from Punjab Technical University.
* 2008 MA/Sociology from Devi Ahilya University.
* 2004 Bachelor of Arts from Devi Ahilya University.
* 2001 12th from Madhya Pradesh Board.
* 1999 10th from Madhya Pradesh Board.

**PERSONAL DETAILS**

**Date of Birth:**  30th November’1983

**Nationality: Indian**

**Languages Known:** English & Hindi