

**Objective**

To work in a stimulating and challenging environment that would

facilitate the maximum utilization and application of my broad skills and expertise.

**Summary of Qualifications**

Result oriented, Proactive and Industrious professional with around 20 Years of extensive hands on experience in the areas of Administration, Human Resource Management, Training & Development and Process management among others

* Demonstrates an ability to analyze issues, expedite innovative solutions and consensus-driven environment that contributes to smooth operation and flawless functions at multiple locations to best of satisfaction of stake holders;
* Focused on superior performance and gaining credibility; Involved in the strategy, client advisory, recommendations and solutions
* Establishing strategic partnerships and relationships; Articulate with vision and passion; ability to work both in collaborative and independent work milieu; highly trustworthy, ethical and discreet

**CORE COMPETENCIES**

* Recruitment
* Performance Management
* Policy Administration
* Process Management
* HR Generalist
* Training & Development
* Employee onboarding
* Compensation and Benefits Administration

**CAREER HIGHLIGHTS**

* Reduced employee turnover by 20% through implementation of incentive plans.
* Designed and implemented the self-assessment mechanisms for team members.
* Recruited and trained the required manpower in the field of sales & marketing and other areas of operation
* Introduced the concept of kaizen and ensured the active participation of all team members in the drive.
* Designed an enterprise level automation solution and led a team of programmers for its development and implementation.
* Led “Surpass the Limits” drive which helped the functional units in improving the performance and productivity.

**Employment History**

**NTIER Softwares (2013 – Till Date )**

**Manager – HR and Administration**

**Key Deliverables**

* Responsible for end-to-end recruitment lifecycle.
* Responsible for Manpower planning and budgeting.
* Ensuring strict implementation and administration of policies.
* Formulation of processes and procedures within the policy framework.
* Identifying training needs and mapping of skills required for different projects and positions.
* Responsible for performance management and appraisals.
* Manage day-to-day HR and Admin operations
* Conflict management

**Al Jabal Group Of Companies, Yemen (2000 – 2013)**

**Sr. Manager – HRM & Administration**

**Key Deliverables**

* Managed the day-to-day operational and tactical aspects;
* Worked on improving operational systems, processes and policies in support of organization mission.
* Ensured strict implementation of policies and procedures in delivery and other aspects of operation.
* Responsible Training Need Analysis, conduct and evaluation of training programs for team members.
* Participated in all programs relating to performance evaluations and career development planning
* Identified areas for internal improvement and develops plans for implementation
* Reviewed the status reports of team members and addresses issues as appropriate

**Aptech Limited, Eastern region, Bhubaneswar (1999 - 2000)**

**Regional Operation Support Executive**

**Key Deliverables**

* Monitoring the operation in all the 68 centres in the region by analyzing reports, conducting meetings, open houses for stake holders and corporate clients and audits.
* Mentor through formal channels; Review evaluations within practice for consistency.
* Assess training needs and selects training tools for team members.
* Coordinated with stake holders on conduction of various activities, seminars and meetings

**Corporate Business Group, Aptech Limited, North Zone, Delhi (1994 - 1996)**

**Training coordinator**

**Key Deliverables**

* Initiation and conduct of the corporate trainings
* Understanding the skills training requirement of corporates
* Coordinate training programs and Formulating training module

**Academic Profile**

* MBA (HR)
* B Sc (Physics, Chemistry & Mathematics)

**Personal VITAE**

* Date of Birth: 15/06/1968
* Nationality: Indian
* Languages Known: English, Oriya, Hindi, Urdu and exposure to Arabic
* VISA Status: Visit Visa (*expiring on 24th April 2018*)