

DHARANI

Email id: dharani.380860@2freemail.com

Dedicated HR professional with strong grasp of employment laws, compliance issues and benefits plans. Successfully introduces process improvements and staff-development initiatives to drive corporate goal attainment.

**SYNOPSIS**



* Currently working in **Brillianz Group** as an **HR Administration** officer in Brillianz Education **UAE**, Dubai.
* HR Professional with **4.5 years** of core experience in the field of Human Resource
* Previously worked with SIMS Chellum Multispecialty Hospital, India.
* **Performance Improvement Officer cum sales Consultants** at Volkswagen, India.
* **Human Resource Executive** at Tokyo info Tech Solutions, India.
* Strong educational background with **M**aster of **B**usiness **A**dministration in **Human Resource**

**Management & Marketing Management.**

* Project Internship on Complete cycle of Recruitment & Selection process at **Wipro**, India.
* Final year Internship Training on Performance Appraisal at Kestone, India.
* Ability to Manage Human Resource and Organizational Culture.
* Strong communication skills & Capable of representing the employer on any occasion.

**WORK HISTORY**



**HR Administration Officer U.A.E. (2017 October – present)**

I am handling Recruitment, Induction, Attendance updates, payroll and other HR activities**.**

Along with that, administration task such as online student’s registration.

Registration with the university and coordination.

Portal entries and updates.

**Human Resource Generalist Manager**

**SIMS Chellum Multispecialty Hospital**

**(2016 March – 2017 October)**

* There are more than 200 employees working in the hospital, Performance Management System was framed by me.
* As a part of it, reward system was made into practice because of the performance rating every month reward is being given to 3 best employees with the title and cash price.
* New Staffing Structure was planned and implemented resulting in the long-term sustainability of the skilled employees in the hospital.
* Have worked for NABH standard (National Accreditation Board for Hospitals) & successfully got the accreditation for NABH.
* Have conducted various Management Development programs, well planned and organized successfully with the high level of employees’ involvement and team work.
* Strategically better performance is achieved through the continuous training and development process.
* Cost cutting was done by hiring the employees with multitasking capabilities and skills, utilizing them for multiple tasks.
* Also handled Personality Development and Communication classes, by focusing on the better hospitality.

**Performance Improvement Officer**

**Volkswagen (December 2014 – November 2015)**

* Being a part-time sales consultant, have made consistent sales targets of Polo, Vento and Zeta car segments.
* Use to generate leads, test-Drive and sales conversions.

**Human Resource Executive**

**Tokyo info Tech Solutions**

**(May 2013 - November 2014)**

* Involved in recruiting right candidate for various departments.
* Initiated employees’ engagement activities like cycle ride, Team fun activities every day and brine storming activities resulted in the improvement of the quality and quantity of the task performance and team building.
* Developed the existing process of employee evaluation which resulted in the better performance improvements.
* Also took part in the marketing campus, Branding and online marketing as well.

**ACCOMPLISHMENTS**



**Project Internship Underwent @ PG Level (June 2015 to July 2015)**

* Name of the Organization – **Wipro, Chennai**
* Project Title – **Selection & Recruitment Process**
* Learning – Complete cycle of Selection and Recruitment Process at Wipro, Talent acquisition Team

**Final year Internship Training underwent (December 2015 – February 2016)**

* Name of the Organization **–** **Kestone IMS (Integrated Marketing Services), Bangalore**
* Project Title **–** **Analysis on the effectiveness of performance Appraisal process at Kestone,**

**General HR Team**

* Learning – Study on the existing PMS of the company and made a survey on the Performance Appraisal System for the different branches of Kestone through Google Form

**EDUCATION**



**MBA in Human Resource Management & Marketing Management**

**SONA SCHOOL OF MANAGEMENT affiliated to Anna University (2014– 2016)**

**Bachelor of Science in Computer Science**

**VYSYA College (2010-2013)**

**SKILLS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | Future Planning |  Good knowledge at International Human |  |
|  | Conflict Management and Problem |  | Resource | Management | and |  |
|  | Solving |  | Organizational Culture |  |  |
|  | Public Speaking | Dealing with Grey |  |  |
|  | Leadership |  | SEO |  |  |  |
|  | Change Management |  | Event Management |  |  |
|  | Personality Development Trainer |  | Online Marketing |  |  |
|  | Multitasking |  | Branding |  |  |  |
|  | Discrete and Ethical |  | Dealing with Grey |  |  |

**PERSONAL INFORMATION**

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| --- | --- | --- |
|  Date of Birth: 11.06.1992 |  | Nationality: Indian |
|  | Age: 25 |  |  |
|  | Gender: Female |  |

**DECLARATION**



I hereby declare that the information given above is true to the best of my knowledge.