Vijaya

[Vijaya.385089@2freemail.com](mailto:Vijaya.385089@2freemail.com)

Career Objective:

To explore opportunity to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible.

**Personal Summary**:

More than 10 years of corporate HR and Administration management experience. Demonstrates business acumen and translates business objectives into actionable HR and Administration plans and results, experience leading and developing an effective organization and higher productivity.

**Professional Experience:**

#### MediSweans Solutions July2015 – September 2018

(Indian Operations)

***General Manager - HR& Administration***

Reporting to CEO/Managing Partner.

* Office administration and HR Management to develop an effective productive culture that rewards high performance.
* Contribute to the creation of a high performing organisation through the development and retention of talented staff.
* Provide sound advice to managers and staff on people issues.
* Ensure effective HR and Administration processes.
* Leads and manages the business partnering.
* Ensures compliance with company policies and standards, and ensures compliance will all statutory requirements and rule of the land.
* Training and Development to communicate corporate goals and results to personnel; selecting, supervising, and supporting the employee team; and upholding corporate policies.

[Bajaj Allianz LIC Ltd](http://www.linkedin.com/company/242291?trk=pro_other_cmpy). August 2011 – July 2015

(Kerala & Tamil Nadu State)

***State HR Manager***

Reporting to VP – Business HR. Team Size Handled - 2

* Lead and Drive the People Agenda for State / Region assigned.
* To support local business in terms of recruitment through various sources mix
* Ensure Hiring of Quality profiles, HR Interview, on boarding, implementation of ORRM within timelines & Quality.
* Extend BALIC brand at campuses and the region as an Employer of Choice.
* Office administration and expense management.
* Driving Key HR and Administration initiatives, HR Policies / Processes
* Provide consultative support and guidance to line managers wherever required and build Employee Champions.
* Ensuring implementation of L&D strategy – eg Induction, Enlighten Pride, E Learning initiatives in the region (Life, Advanced Life etc.), driving PDI initiatives and to support the HR Training programmes
* Settlement of relocation expenses / employee.
* Implementation of HR Automation initiatives in State / Region.

**Orion India Systems Pvt. Ltd. (Kochi)** August 2010 – May 2011

(Kochi ODC)

***Asst. Manager – Human Resources***

Reported to Director – HR. Team Size Handled - 4

* Office Administration and HR management
* Recruitment Planning & Implementation
* Employee Engagement
* Training and Development.
* Perform activities related to Compliance and general Administration
* Expense Management and Talent Management
* Drive new HR initiatives featuring employee development and retention practices and processes
* Undertake Employee Assessment for Career Development

**HDFC Standard Life Insurance.(Calicut)** January 2008 – June 2010

(North Kerala Region)

***Executive– Regional Human Resources***

Reported to Sr. Manager – HR. Team Size Handled - 3

* Talent Acquisition
* Performance Management
* Training & Development
* Employee Relations
* Employee Engagement
* Retention Strategies

**Zenith Software Ltd. (Bangalore)** July 2005 – Sep 2007

(Bangalore HO)

***Executive – Human Resource Department***

Reported to General Manager – HR. Team Size Handled - 2

* Recruitment IT / ITES
* Joining formalities & Induction
* Office Administration
* Personnel Development
* Organizational Management
* Training & Development
* Performance Appraisal
* Employee Relation
* MIS&Data Management
* Rewards & Recognition Program

**Educational Qualification**

|  |  |  |
| --- | --- | --- |
| **Course** | **Institution** | **Year** |
| **Masters in Human Resources** | Christ College, Bangalore | 2005 |
| **Bachelor of Science ( Physics, Electronics, Mathematics)** | St. Aloysius College, Mangalore | 2002 |
| **Pre Degree Examination** | St. Joseph’s College, Calicut | 1999 |
| **S.S.L.C** | St. Joseph’s Boys’ High School, Calicut | 1997 |

**Personal Details:**

Gender : Male

Date of Birth : 28th August 1981

Languages Known : English, Malayalam, Tamil and Hindi

Marital Status : Married

Fathers Name : Vijay Babu

Passion : Music, Movies, Driving, Photography

**- Vijay**