**SAJAN**

**sajan-392590@2freemail.com**

**PROFILE SUMMARY:**

* A result oriented human resource professional with **3.4** years of U.A.E. experience in the field of human resource management in various industries like **Heavy Equipments Rental, Contracting, Construction, Travel and Tourism, and Real Estate Developer**
* **4** years of experience in quality control with automotive manufacturing company in India.
* Hold M.B.A. in Human Resource and Bachelor in Mechanical and Production Engineering.
* An effective communicator with good team player, time management, multi tasking and organizational abilities

**WORK EXPERIENCES:**

**July 2015 – Oct 2018**

**Salem Ahmad Almoosa Enterprises, Dubai, U.A.E.**

**Industry:**Diversified Business Group – Heavy Equipment Rental, Travel & Tourism, Real Estate Developer, Construction & Contracting Company.

**Designation :** Human Resources Executive

**Total workforce:** 1000+

**Head Office :** Oud Metha, Dubai, U.A.E.

**Roles & Responsibilities**

**Talent Acquisition**

* Responsible for the **end to end recruitment process** within the assigned portfolio including sourcing, telephonic interview, scheduling interviews, selection, approvals and offer management.
* **Conducting interviews** with potential candidates.
* Coordinated with **external vendors for blue collar requirements**
* Liaising with the recruitment companies in order to finalize the recruitment process.
* Talent acquisition (Sourcing and Closure) of **Junior, Mid and Senior level** through various talent sourcing tools such asJob portals, Campus Placement, Walk-in, Data banks, Internal and External References, Advertisements, Social Media, Recruitment Companies and External Vendors.
* Recruited candidates for various profiles such as **HR & Administration, IT, Accounts, Travels & Tourism, Real Estate Sales, Facility Management, Blue Collars, Engineering, Marketing, Procurement, Supermarket, etc.**

**Generalist Activities**

* Preparation of offer letter, declaration letter, internship agreement and confidentiality agreement.
* Prepared **Resignation Policy & Form, HR Policy & Procedures, HR Checklist, Joining Form, Business Card Request Form, Pre Employment Requirements form, Recruitment Requisition Form, Interview Evaluation Form, Updated Job description form, Transmittal and Receivable forms.**
* Preparing the documents required for **Visa Processing.**
* Designed and implemented the **employee handbook** for new joiners and to make sure the handbook is up to date.
* **Leave management –** monitoring leave details of employees and maintenance of leave tracker.
* Has been a part of **employee engagement activities** (SAAE Football match, SAAE Get together, National Day Celebrations and birthday celebrations).
* Facilitating **induction** for new employees.
* Coordination of **meetings** with HR Manager.
* Raising **Purchase Requisitions** for HR department as well as for new joiner’s requirements.
* Worked closely with the business units and supervisor to understand the needs of the department to fill their vacancy in a timely manner.
* Issuing the **salary revision letters, promotion letters, experience certificates, clearance certificate, N.O.C. and Salary Certificates**
* Hands on experience on **HRMS** - Mine HRM for leave and documentation request.
* Conducts **exit interviews** and initiate the employee exit procedures
* Handling **Reference Check** / Ex-Employee verification and documents verification.

**HR Reports**

* Handling leave applications and **leave reports** (Manually).
* Creating and maintaining **recruitment progress reports weekly and monthly** in Excel and PowerPoint.
* Manual and electronic filing of documents.
* Generating reports as and when requested by the HR Manager.

**Performance Appraisal**

* Coordinated the probationary evaluation and annual performance evaluation.
* Assisted in validating and issuance of appraisal letters.

**Training & Development**

* Organized and coordinated for the company training and seminars.
* Identified the employees training needs and arranged accordingly as per management instructions.

**Significant Achievements**

* Successfully recruited approximately **288 candidates for various positions for the business years 2015 - 2018**.
* Initiated and implemented of career fair and campus placement.
* Ensured diversity in the company by **recruiting diversified nationalities**.
* Helped company to reduce **40 – 50%** recruitment cost by developing in house recruitment team and eliminating all external recruitment vendors.
* Undertaken **environmental friendly** initiatives within the department.
* Introduced awards programs for **best performers.**
* Maintained **98%** accuracy on meeting the recruitment timeline.

**December 2012 - March 2015**

**Indian Hyundam (IHD) Industries Private Limited, India**

**Industry :**Leading producers of automotive electric fuel pumps, module assembly, fuel sender assembly and fuel filter assembly – Supplier to Hyundai, Ford and Toyota.

**Designation :** Junior Engineer (supplier quality assurance)

**Total workforce:** 200+

**Head Office :** Sriperumbudur, India

[**http://hyundam.co.in**](http://hyundam.co.in)

**Roles & Responsibilities**

* Responsible for handling the quality assurance of supplier end.
* Prepare and review relevant documentation required to conduct inspections.
* Inspect incoming raw materials, in-process manufacturing at each station, final assembly of product and packaging.
* Review of quality records, material certification, test reports etc to verify parts and product conformance.
* Preparation of PPAP (Product Part Approval Process), AOI (Agreement of Inspection) & Revalidation reports.
* Conduct Supplier audit - Initial Product Development Process Audit.
* New Product - Part Lay out Inspection.
* Controlling supplier 4M Changes and providing process moving tag for 4M change part at our inline.
* Preparation of SNCR (Supplier Non-Conformance Reports) and its History.
* Supplier corrective action/ 8 deviations report verification and monitoring the process condition at supplier end.
* Preparing the list of monthly rejection from Supplier, Inline, Customer and Field claim and analysis the same.
* Monthly Calculating supplier wise rejection PPM (Parts per Million) and deputing COPQ (Cost of Poor Quality)
* Preparation of Weekly and Monthly Report and reporting to the management.
* Weekly Quality meeting preparation, review meeting and closure of action points
* List of Master Drawing Records are maintaining and E.O. (Engineering Order) Changes updating.
* Preparing standards for Part Receiving Inspection, Inspection Methods, Appearance and Master Sample.
* Calibration for all instrument and purchasing the new measuring instrument.

**March 2011 - November 2012**

**Espeyes Auto Components Private Limited, India**

**Industry**:Small scale Industries – manufacturing of automobile brake components

**Designation :** Junior Engineer

**Total workforce:** 50

**Head Office :** Chennai, India

**Roles & Responsibilities**

* Visual inspection, Functional & critical dimension inspection, measuring with Gauges, jigs & fixtures
* Line inspection, Final inspection Monitoring.
* To provide training of knowledge in quality and to give introduction of new product to operators.
* Measurement of critical dimension in Profile Projector.
* Preparation of SKIP and DOL (Direct on Line) list and updating regularly.
* Preparing and displaying Visual Plan of various defects.
* Prepared and maintaining in-house daily rejection chart and exhibiting every week on display board
* Preparation of letters and purchase Order.
* Implementing PRO E and AUTO CAD in deriving certain unknown dimensions.
* Prepared List of Gauges available to ensure the presence in the respective rack.

**EDUCATION**

**Masters in Business Administration (M.B.A.) in Human Resources - (2008-2010)** - University of Madras, India

**Bachelor of Engineering (B.E.) in Mechanical & Production - (2004-2008)** - Sathyabama University, India

**IT PROFICENCY**

Microsoft Operating System, MS Office (Excel, Word, Power Point, Outlook), Pro E and AutoCAD

**PERSONAL DETAILS**

**Nationality** : Indian

**Date of Birth** : 08th April 1987

**Marital Status** : Married

**Languages Known** : English, Malayalam and Tamil

**Visa Status**  : Visit Visa

**Certificate Attested from U.A.E**.: Masters in Business Administration

**Driving License** : Valid U.A.E. & India Driving License