**Anjana**

 akanjana-392920@2freemail.com

**Human Resource Management**

**Profile Summary Core Competencies**

Energetic Professional with **over 5 years** of experience with **1 year** of **part- time experience** in multiple phases of **HR Management**, **Recruitment & Onboarding** and **Talent Management**

Insightful knowledge of working on **performance management system**, **salary reviews, reward & recognition** and **employee retention**

Implemented **talent acquisition strategies** and collaborated with Line Managers at all levels to secure the **best fit** for open positions

Forged quality relationship with the **external recruitment agencies** with a resultant **increase in quality of hire** and a reduction in **hiring time**

Spearheaded the **recruitment process** both internally & externally; coordinated closely with candidates to deliver their **recruitment needs**

Supervised **talent management & manpower planning** and setting priorities for improving the competence of the workforce

Possess analytical capabilities in **HR processes for improving selection procedures** and therefore getting a better return on investment; skilled in generating manpower projection, attrition and competency mapping reports

Ensured adherence to **government regulations & policies** and communicating them across organization at all levels

Maintained **effective employee relations by acting as a face of the department** & resolving matters pertaining to salary, policies and so on

**Team-based management style** coupled with strong leadership to motivate peak individual performances

# Career Timeline

Human Resource Management Talent Acquisition Management Recruitment & Exit Management Screening & Shortlisting Training & Development Performance Management Compensations & Benefit

Employee Engagement & Welfare Team Building & Leadership

# Soft Skills

 **Groups as HR Assistant**

**Marsh Insurance Brokers as HR Coordinator**

Dedicated Team Player

**2016 –**

**Present**

**2016 –**

**2016**

**2015 –**

**2016**

**2012 –**

**2014**

Initiator Adaptable

**ETISALAT as HR**

**Coordinator**

**Professional Experience**

**Awafi Mineral Water as Admin Assistant**

Communicator Quick Learner

 **Groups, Sharjah as HR Assistant Nov’16 - Present**

**Key Result Areas:**

Managing end-to-end **talent acquisition management** activities including candidate sourcing & initial screening based on the job description and calling the employees for interview

Identifying & shortlisting candidates by matching the requirements & cultural fit for the organization and participating in various

**job fairs** for placement

Preparing **organizational charts** displaying filled positions, vacant positions and checking all departmental activities Supervising onboarding activities for the candidates such as preparing offer letter, creating entry pass and maintaining & updating

**employee records** & files

Formulating **MIS on daily basis** of shortlisted & rejected candidates with appropriate reasons



* Monitoring **exit formalities & resignation cases** to attain clearance for the departing employee before settlement of account by Finance Department
* Participating in various HR vertical activities such as **compensation & benefits**, **sourcing & recruitment**, **performance management**, **competency mapping** and **generalist** operations
* Collaborating with key decision-makers to understand **strategic business objectives and** to meet current & future talent management needs
* Scrutinizing the **compensation policies, government regulations** and setting the incentives; preparing salary slips for employees based on the late entries & other penalties
* Planning, organizing and enhancing **employee engagement initiatives** thereby creating a platform for employee involvement with the help of Department Head
* Creating & **sustaining a dynamic environment that fosters development opportunities** by resolving conflicts & salary issues and motivating high performance amongst team members

# Part-Time Assignments

 **Dubai as HR Coordinator May’16 – Sep’16**

**Key Result Areas:**

* Updated job requirements and descriptions for all vacancies & positions and established recruitment, testing & interviewing program
* Counselled Managers for candidate selection, conducted & analyzed exit interviews and recommended changes; conducted orientation & training programs to prepare employees for assignments
* Formulated a pay plan by conducting periodic pay surveys, prepared pay budgets; monitored & scheduled individual pay actions and recommended, planned & implemented pay structure revisions
* Scheduled management conferences with employees, resolved employee grievances, counselled employees & supervisors and managed all human resource operational requirements

**Previous Experience**

**Marsh Insurance Brokers, Dubai as HR Coordinator Jul’15 – Jan’16**

* Partnering with hiring managers to determine staffing needs
* Screening resumes
* Performing in-person and phone interviews with candidates
* Administering appropriate company assessments
* Performing reference and background checks
* Making recommendations to company hiring managers
* Coordinating interviews with the hiring managers
* Following up on the interview process status
* Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
* Communicating employer information and benefits during screening process
* Staying current on the company’s organization structure, personnel policy, and federal and state laws regarding employment practices
* Serving as a liaison with area employment agencies, colleges, and industry associations
* Completing timely reports on employment activity
* Conducting exit interviews on terminating employees

**Awafi Mineral Water, Dubai as Admin Assistant** **Dec ’12 – April’ 14**

* Develop and maintain a filing system
* Update and maintain office policies and procedures
* Order office supplies and research new deals and suppliers
* Maintain contact lists
* Book travel arrangements
* Submit and reconcile expense reports
* Provide general support to visitors
* Act as the point of contact for internal and external clients
* Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

 **Education**

MBA in Human Resource from University of Business and International Studies, Switzerland in 2017 Bachelor of Commerce from University of Calicut, Kerala in 2015

# Personal Details

**Date of Birth:** 27th January 1994 **Languages Known:** English Malayalam**,** and Tamil **Address:** Sharjah – 30094, Dubai

**Nationality:** Indian

**Visa Status:** Employment Visa

**Marital Status:** Single

**No. of Dependents:** None

**Driving License:** UAE Driving License; Light Vehicle