## **Hema**

Dubai- UAE

🖂: [hema.201699@2freemail.com](mailto:hema.201699@2freemail.com)

**OBJECTIVE**

An organized, bright and confident ability to work and to ensure a timely and efficient recruitment process in any Human Resource Department. Looking for an entry level position in a Human Resource Department where my analytical skills can be effectively utilized to improve operations and contribute to company profit.

**PROFILE SNAPSHOT**

* Possesses 10 months of exposure in HRD functions with focus on conceptualizing and effectuating measures/ modifications in the operating procedures to optimize resource and manpower utilization.
* Possess a clear understanding of the industry HR trends with the distinction of instituting quality practices to achieve business excellence.
* Deft at motivating employee morale, controlling attrition and building committed teams.
* Handling the development and administration of performance management program in the organization, including periodic performance reviews and appraisal for all the staff members.
* Strong communication, collaboration and interpersonal skills with proficiency in grasping new technical and analytical concepts quickly and utilizing them in an effective manner.

**KEY SKILLS**

* Ability to work sincerely, co-operatively, punctually, well organized, follow directions well, a team player, good people skills, enthusiasm.
* Computer skills include Microsoft Office (Word, Excel, PowerPoint, Outlook Express, Access, photo-shop, etc).
* Assist in developing, implementing, maintaining and reviewing of company policies, rules and regulations in compliance with all applicable employment laws, statutes and regulations.
* Knowledge of UAE Labour Laws.

**CAREER CONTOUR**

**Country Club India Pvt. Ltd. Goa, India June 2012-March 2013**

**HR Coordinator cum Confirmation Executive**

* Prepare weekly and monthly report of the bookings and also to prepare payroll of the entire staff.
* Follow and know emergency procedures as needed.
* Maintain communication with departments involved in the assigned project/activity.
* Identify training needs across levels through mapping of skills required for particular positions and analysis of existing levels.
* Handling recruitment life-cycle for sourcing the best talent from diverse source after identification of manpower requirement.
* Executing entire gamut of task in recruitment encompassing sourcing, screening, short-listing, selection, appointment, etc.
* Important admin responsibilities.

**Royal Karma Resorts, Goa, India June 2011-May 2012**

**Tele-marketing Executive**

* Primarily handling outbound telemarketing, coordinating with email and mailing efforts across all sales channels.
* Inbound call handling in response to online inquiries and other marketing activities.
* Working with the prospect database to develop prospects into qualified leads, coordinating with sales activities.

**ACADEMIC QUALIFICATION**

* MBA in Human Resource from Sikkim Manipal University, India in 2013
* Bachelor of Arts in English language & literature and Sociology from Goa University in 2011
* Diploma in Office & Front Office Management, Rosary College, accredited by Goa University, India

**ACADEMIC PROJECTS**

* A Study of ‘Performance Appraisal and Attrition’ at MCC, Country Club, Pvt. Ltd.
* A comparative study between ‘Five Point Someone’ novel and ‘3 Idiots’ movie.
* Worked as an Admin assistant intern in Utkarsh High School, Goa, India, for 12 months.

**PERSONAL DOSSIER**

Date of Birth - 16 April 1991

Nationality - Indian

Visa Status - Husband Visa

Languages Known - English, Hindi, Marathi and Konkani

**REFERENCES**

Can be furnished immediately upon request

The information furnished above is true to the best of my knowledge.