**First Name of Application CV No 1648224**

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| **OBJECTIVE:** |

To associate myself with a professionally driven esteemed organization which offers continuous challenges and excellent growth prospects, where I could contribute significantly to the organization through skills

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| **CAREER SUMMARY:** |

* A Human Resources professional having 2 years 6 months of rich experience in driving strategic HR initiatives to realize bottom line results and enhance effectiveness in the pursuit of organizational objectives.
* Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development etc.

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| **AREAS OF EXPERTISE:** |

* **Talent Acquisition**
* **HR Operations**
* **HRIS**
* **Employee Relation & Engagement**
* **Employee Life Cycle**
* **MIS**
* **HR Branding & Communication**
* **Front Office**

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| **PROFESSIONAL EXPERIENCES:** |

**1)*SEPL “Shahi Exports Pvt Ltd, Bangalore India” Designation:- Corporate HR (May 2014 – December 2015):***

**SEPL** is a readymade garment manufacturing and exporting company. It has 49 manufacturing units all across India. Head office is located in Faridabad and its corporate office is located in Bangalore. It has an annual turnover of 450 million $ and more than 90,000 manpower.  SEPL group has all the modern units equipped with state-of-the-art technology giving the best to its buyers. It caters to a versatile client base of US & European market like Walmart, Tommy, Target, A&F, FCUK, H&M, Liz Claiborne, GAP, CK, Espirit, Zara, M&S, Levis etc.

**Roles & Responsibilities:** Worked as Corporate HR in Corporate office and was responsible for Talent Acquisition, HR Operations, Branding & communication and Employee engagement activities.

* End to end Recruitment of corporate staff. Starting from sourcing and screening candidates, scheduling interviews, interviewing candidates, selecting and salary negotiation.
* Offer letter audit for factory staff, generating and sending offer letters.
* Handling complete on boarding process. (Joining Formalities, HRIS, Mail id etc.)
* Handling part of employee separation process like Exit Interviews and issuing Relieving letters.
* Empanelment with colleges and place the students in different factories for internship. Handling complete internship process.
* Managing employee engagements & other events and launching new services.
* Build relationship and tie up with various vendors, agencies and Corporates. Vendor management
* Formulating and implementing SOPs and modifying existing ones for Talent Acquisition and HR operations.
* Handling corporate communication and sending mass mails.
* Preparation of MIS reports as required like weekly, monthly, quarterly reports.
* Communication and liaisoning with Factory HR’s
* Part of POSH Committee (Prevention of sexual harassment) and also part of investigation with female employee.
* Devise a proper induction schedules for new employees who join the organization and ensure timely execution of the same.

**2) ‘*MPS Group of Companies’*:**  ***Designation: Front Office Executive-Admin*** *(from July, 2012 to Dec, 2013)*

**Roles & Responsibilities:**

* Welcome visitors by greeting them in person or on the telephone and answering or referring inquiries.
* Direct visitors by maintaining employee and department directories and giving instructions
* Maintain security by following procedures and monitoring logbook.
* Maintaining telecommunication system by following instructions for house phone and console operation.
* Single handedly managed the Administration of two premises.
* Maintaining /issuing stationary and placing placing requisition for the same in due time.

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| **INTERNSHIP & PROJECT DETAILS:** |

“STATUTORY COMPLIANCE” in APOLLO GLENAEGLES HOSPITAL, KOLKATA for 3 months ,From  **1st June** To **31ST August 2011**

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| **EDUCATION QUALIFICATION & CERTIFICATIONS:** |

* 2012 MBA (HRM& Marketing) from **Bhavan’s Institute of Management Science (West Bengal University of Technology)**.
* 2009 B. COM (HONS) from SivanathSastri College **(Calcutta University).**
* 2006 XII from Rockvale Academy **(ISC)**, Kalimpong
* 2004 X from Rockvale Academy **(ICSE)**, Kalimpong

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| **COMPUTER PROFICIENCY** |

* Certificate in Computer Accounting (Tally)
* Packages - Microsoft Office,
* Working Knowledge of Windows (XP, 7)
* Diploma in Business Systems & Information Management (NIIT)
* Course on HTML, C++ & A+

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| **PERSONALITY TRAITS:** |

* Effective listening skills and an excellent communicator
* Good Analytical and Problem solving skills
* Good Organizing skills have helped me co-ordinate and manage several aspects of work effectively
* Quick and willing learner and believe in adopting innovative ideas from available sources
* Adaptable to different work cultures
* Ability to work in a group, Innovative & Self driven.
* Ability to motivate people.

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| **PERSONAL DETAILS:** |

* Date of Birth : 29th July,1988
* Marital Status :Single
* Hobbies: Travelling, Trekking and cooking.
* Languages : English, Hindi