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**Sooraj**

**Sooraj.359484@2freemail.com**

**Career Objective:**

To obtain a position in HR and administration to expand my experience as a better career person that will permits me to have a greater contribution to the success of the team and to my future work place.

**SUMMARY OF SKILLS AND EXPERIENCE:**

**HR & Administration Professional:**

**Wide –ranging HR & Administration experience in the Corporate Sector.**

**PROFILE:**

An accomplished HR & Administration professional with 6 years of multi-disciplinary Experience in managing HR and administration in various organizations.
Offering comprehensive experience of the entire gamut of functions involved in Employee Welfare, Employee engagement, Employee motivation and appraisal, Recruitment, Payroll management, Security System Management,Facilities Management, and General Administration etc.
A consistent performer having successful track record of making visible contribution to raise Productivity with deft application of Personnel and Administration skills and proven expertise in all the aspects of Commercial Operations.

**WORK EXPERIENCE:**

**Total Years of Experience: 6 years**

**ASST. MANAGER HR ( OCT 2016-March2017)**

* Eurotech Group- a retail and whole marketing group in INDIA.
* Maintains the work structure by updating job requirements, recruiting, testing, and interviewing
* counseling managers on candidate selection; conducting and analyzing exit

interviews; recommending changes.

* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Counseling and grievances handling to carry out the organizational tasks effectively and efficiently.
* **PROJECT C00RDINATOR (MAY2015– JULY2016)**

NOKIA SOLUTIONS & NETWORKS INDIA PVT LTD. – Nokia Solutions and Networks India Private Limited develops and delivers mobile broadband network solutions

* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Managing official records of the employees and Handling pay roll etc.
* Responsible for discipline, welfare, subordinate’s development, Moral & Motivation appraisal,
* Employee Relations & Employee Engagement Drives focusing on team building activities,
* General Administration, Facility Management, Security System Management

Vender Management and vehicle management.

* **EXECUTIVE – ADMINISTRATION (JUNE 2014– MAY2015)**

SOBHA LTD – Real Estate and Construction Company based in India

* Managing official records of the employees and Handling pay roll etc.
* Responsible for discipline, welfare, subordinate’s development, Moral & Motivation appraisal,
* Counseling and grievances handling to carry out the organizational tasks effectively and efficiently.
* Employee Relations & Employee Engagement Drives focusing on team building activities,
* General Administration, Facility Management, Security System Management

Vender Management and vehicle management.

* **EXECUTIVE – ADMINISTRATION (APRIL 2010 – JUNE2014)**

SAHARA PRIME CITY LTD – Real Estate and Construction Company based in India

* Employee Relations & Employee Engagement Drives focusing on team building activities.
* Arranging and coordinating travel and accommodation requirements of the company.
* Preparing monthly reports/MIS.
* Facility management and Security System Management.
* Arranging meeting, conferences and other programmes.
* Responsible for the maintenance of all office equipment and for ordering necessary office supplies/equipment, this includes relations with vendors, including service vendors.
* Plan and implement office systems, layout and equipment procurement.
* Managing AMC contracts and Vender Management Like, monitor monthly invoices and vendor payment status to ensure purchase orders are not over-billed and vendors receive timely payment to avoid disruption in service.

**EDUCATIONAL BACKGROUND:**

* MSW (Master of Social Work inPersonnel Management & Industrial Relations)
* BA (Bachelor of Arts in English Literature)

**LANGUAGE:**

* IELTS General Overall Band Score: 6.5

Listening 6, Reading 6.5, Writing 6.5, Speaking 6

* PTE Academic Overall Band Score: 64

Listening 64, Reading 66, Writing 68, Speaking 59

**PERSONAL INFORMATION:**

Birthday: May 30, 1981

Languages Known: English, Hindi & Malayalam

Visa Status: Visit Visa

I DO HEREBY DECLARE THAT ALL INFORMATIONS WRITTEN ON THESE PAPERS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.