

**HR & Recruitment Co-**

**ordinator**

Belhasa Recruitment Services,

Dubai

Personal Details

**Date of Birth:** 30thNov 1981 **Nationality:** Indian **Marital Status**: Married **Languages Known:** English,Malayalam, Tamil & Hindi **Current Location:** Dubai,UAE

**SUSHMA**

**Human Resource Management**

A goal-oriented professional, targeting middle-level assignments in HR Operations, Recruitment and General Administration with an organization of repute.



|  |
| --- |
| **Sushma.369012@2freemail.com** |

Profile Summary

A Post Graduate in Business Management with cross-industrial experience including **4** **years** in **HR Recruitment** and **Administration**. Have rendered recruitment servicesacross all levels to varied sectors such as Travel Industry, Automobile, IT, & well versed in Outsourcing etc.

Experience in managing the whole gamut of functions pertaining to HR Planning, Talent Acquisition and Employee Engagement Program.



Conducting training programs towards enhancing employee productivity and building committed teams.



Proficient in managing modern HR Systems and skills in maintaining harmonious employee relations by building strong culture and imbibing values of the organization



Creative and innovative thinker with effective human resources management and goal setting capabilities



Career Timeline (Recent )



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Worldstar Tours |  | Jawood Business |  | Freeworld Exports |  |  |
|  |  | Pvt Limited, India as |  |  |
| and Travel, India |  | Process, India as |  |  |  |
|  |  | Assistant Manager, |  |  |
| as Tours Executive |  | Senior Recruiter |  |  |  |
|  |  | Exports |  |  |
|  |  |  |  |  |  |
| 2002-2003 | 2003-2004 | 2008-2009 | 2009-2011 | 2011-2012 | 2013-Present |  |
|  | Gem Granites, |  | Freeworld Exports |  | Belhasa Recruitment |  |
|  | India as |  | Pvt Limited, India as |  | Services, Dubai as |  |
|  | Documentation |  | Senior Executive |  | HR & Recruitment Co- |  |
|  | Asst |  | Exports & |  | ordinator |  |
|  |  |  | Documentation |  |  |  |

Core Competencies

HR Operations Performance Management



Recruitment General Administration



Secretarial Manpower Planning



Employee Relations and Retention Liaison & Coordination



Organizational Experience



**HR & Recruitment Co-ordinator** **Aug’13 - till date**

**Belhasa Recruitment Services., Dubai, UAE**

**Key Result Areas:**

Performing activities such as searching portals, short listing candidates, arranging interviews, issuing offer letters, negotiating and explaining offer.



Mobilizing personnel including obtaining documents, conducting medical test, emirates ID, medical insurance, coordinating with PRO for visa, arranging tickets, airport pickup, arrange accommodation, joining orientation, and visa stamping Interfacing with candidates right from their joining; holding document verification, induction and managing queries related to payroll, leave etc.



**Assistant Manager – Exports** **Mar’09 – Dec’12**

**Freeworld Exports Private Limited., Chennai, India Key Result Areas:**

Assisting to Export Manager in all export and abroad sales obligations



Providing relief support for Export Manager in administrative duties.



Supporting Sales Department in ongoing sales and export



Market research for foreign distributors



Exports Documentation such as Pre & Post shipments, Letter of Credit, DGFT



Matters, AEPC, EOU, EPCG, Advance License scheme's Follow up the export and import procedures



Handling complete exports procedures includes entire supply chain right start to end till the all service provider bills process and payment follow ups with re-conciliation.



**Senior Recruiter** **Nov’08 – Feb’09**

**Jawood Business Process., Chennai, India**

**Key Result Areas:**

Devised strategies to engage and empanel potential clients from various sectors & industries like Banking, Hospitality, and FMCG



Assured accurate and timely communication is provided to all team members and franchisees of all internal business developments, policy changes and other activities Identified & appointed suitable candidates with the required experience and skill sets to make sure that they match with the given job description & have worked for varied companies under different domains such as Customer support, business development etc



Academic Details

IT Skills

Trainings / Seminars

**PGDBM (Business Management)**



Alagappa University, India in 2003

**Bachelor in Banking Management (BBM)**



Madras University, India in 2002

Windows, MS Office and Internet Applications



Attended various seminars and training sessions within organizations related to HR, Business Development, Marketing & Strategy Planning.

