**SUMAN**

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**HUMAN RESOURCE PROFESSIONAL**

**“A dynamic & result oriented professional targeting for challenging & rewarding opportunities in HR/Admin with an organization of high repute.”**

**Profile Summary**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A result oriented professional with 3.5 years of rich combined expertise in HR Functions & Recruitment. Accustomed to working with people of varied cultural backgrounds and promoting multi-skilled team competencies via nurturing mentorship and inspirational leadership within a fast-paced environment.

Passionate professional, keeping abreast of industry trends and market intelligence regarding hiring trends, market unrest, UAE Labour Law compliance and compensation challenges. Excellence in supporting HR department to hire over 200 employees by carrying out various ranges of HR and Administrative tasks.

**Over 3.5 Years of Expertise In:**

HR & Admin Functions, Recruitment, Training, HRIS, Payroll, Data Preparation, Database Handling, Employee Relations, Grievance Management, Performance Management, Record Keeping , Asset Handling & Tracking , Reporting, Coordinating .

**Career Progression**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRAN Foods Limited FZC , UAE Since March 2014**

**Succession Path:**

**Management Trainee ( Mar 2014 to Nov 2014 )**

**HR Coordinator & Assistant ( Since Dec 2014 to Present )**

**Significant Highlight’s:**

* Displayed excellence in providing HR support to departmental managers, including record keeping and handling disciplinary issues, to maintain professional working environment.
* Maintaining database and assisting in payroll for 650 employees.
* Merit of providing training to field sales representatives, on using HHT devices.
* Experience of lining up 45 candidates in a day, for different departments followed by successful hiring.
* Played an important role in implementing HRIS in the company, with the help of other team members.

**Key Responsibilities:**

* Assisting & Managing daily operations and functions to the HR department.
* Monitoring adherences to Human Resources policies & assisting the HR Manager in recruitment.
* Attending management meetings, client Meetings & answering queries in absence of HR manager.
* Managing employee records and confidential databases.
* Implementing HRIS & extending assistance on ad hoc HR Projects.
* Delivering trainings on ad hoc requirements & monitoring effective evaluation of the training.
* Liaising with HOD’s by identifying vacancies, preparing JD’s & posting job vacancies at portals.
* Sourcing & short listing resumes as per the criteria’s, executing telephonic & Skype interviews.
* Sending pre interview information’s & location’s, coordinating with the candidates.
* Making offer letters, warning letters, penalty letters, termination letters and other necessary documents.
* Collecting Payroll information from HRIS and liaising for salary process.
* Assisting HR Manager in annual appraisal by reports and performance reviews.
* Executing induction’s for new employees and briefing them company policies.
* Reviewing and handling loan requests for new employees.
* Coordinating with Insurance companies regarding quotations, addition & deletion in medical & fidelity insurance.
* Handling grievances, requests and solving them at the earliest.
* Conducting exit interviews to glean feedback from employees.
* Managing Tools, POS & Assets as per requisition.
* Maintaining records of assets through specific trackers.
* Managing documentation relating to company and employees.
* Providing timely and professional response to all staff requirements.
* Managing and improving the quality of service by following organization standards.
* Extending necessary assistance to prepare monthly HR calendars and maintain HR diary.
* Providing adequate assistance to HR Supervisor & PRO for renewals of documents.
* Coordinating with travel agencies for flight & hotel bookings.
* Performed assigned workload with indefinable enthusiasm, commitment, honesty, dedication and drove towards contributing to continued business growth.

**Professional Skills:**

* HRIS.
* Ms Office.
* Yammer.
* FMS.

**Personal Skills:**

* Enthusiastic.
* Trustworthy & Discreet.
* Quick Learner & Team Player.
* Flexible & Adaptable.
* Organised.
* Multitasking.
* Strong interpersonal & communication skills.
* Attention to detail.

**Timesjobs.com**

**Summer Internship:**

**HR Intern ( Jun 2013 to Aug 2013 )**

* Visiting different small & medium companies to meet their HR Manager / Executives.
* Sourcing candidates for recruitment consultancies and medium to large scale companies.
* Responsible for generating & updating HR contacts via cold calling across Eastern India.
* Sorting CV’s, taking telephonic interviews & initial screening of candidates according to requirements.
* Preparing and maintaining database of prospective and non-prospective clients.

**Education:**

* Completed 10+2 from St. Paul’s Day School.
* Graduate in Marketing Management & HR-Personnel Management from IIPM.
* PGDM (Marketing Management & HR-Personnel Management) from IIPM in collaboration & certification from International Management Institute, Belgium.

**Projects Undertaken:**

* Analysis of current market scenario and competitor analysis of Timesjobs.com with Times Business Solutions Limited.
* National Economic Planning project on “ USA Is Still The Worlds Future ” .

**Training & Certification:**

* Successfully completed training in English Edge leading to a certification from “ **BBC** ” .
* Successfully completed training in In-flight cabin crew operations & Airport ground handling services with “ **Jet Airways** ” in collaboration with Frankfinn Institute of Air Hostess Training .

**Personal Details:**

* **2nd February 1991**
* **Male**
* **Indian**
* **English, Hindi & Bengali**
* **Single**

**Date of Birth**

**Gender**

**Nationality**

**Languages Known**

**Marital Status**