**Dennis E-Mail:** [**Dennis.380403@2freemail.com**](Dennis.380403@2freemail.com)

**Mobile: Whatsapp +971504753686 / +919979971283**

Visa status: Visiting Visa till may 19 (3 Months).



MBA in Human Resource Management with good People Management, Development and Administrative skills offering more than 10 years of diverse experience in handling HR functions in a managerial capacity in corporate environment.

**Well organized, details oriented, resourceful, poised in interactions with individuals at all levels, trustworthy, ethical and discreet, with sound judgment ability and willingness to work hard.**

BRIEF DESCRIPTION OF JOBS HANDLED

* Recruitment: Job descriptions, manpower sourcing, organizing selection process, applications scrutiny, administering tests, conducting interviews, final selection, salary fixation and employment offer.
* Induction and Placements: Handling complete joining formalities, complete all the documentation requirements and introducing new recruiters through formal orientation programs.
* Handling Employee Separations: Coordinate with internal departments to ensure the exit process of the members happens smoothly. Coordinate for employee relieving formalities like no dues clearance, full and final settlement of accounts, relieving letter, experience letter etc. Conduct exit interview, employee turnover analysis.
* MIS Reporting: Preparation of various monthly reports like headcount, recruitment status, employee engagement activities, employee absenteeism, attrition rate, Leaves and other activities.
* **Employee Rewards and Recognitions Programs:** Preparation and handing over the revision letters to the employees who compete 3 & 5 years of service. Reward & Recognition Programs for staff members like Spot Bonus, CEO Medal.
* **Training and Development:** Assessing and determining employee training needs, planning and designing annual training schedule, identification of faculty and institution, organizing training programs and preparation of training feedback report.
* **Suggestion Scheme:** Forwarding the suggestions to the concerned departments and following-up for the implementation of the same.

**Human Resource PLANNING:**

* Forecasting manpower needs based on strategic plan of the organization
* Interaction with practice heads in identification of right resources to fill in vacant positions and new project requirements.

**Talent ACQUISITION:**

* Sourcing and screening of resumes
* Interacting with concerned practice head in scheduling interviews
* Setting of compensation (Negotiations / decision making)
* Release of offer and post offer follow ups.
* Issuing appointment letters and placement of the individual on the job.
* Joining formalities including Employment background verifications, medical check ups and related jobs.
* Monitoring and guiding associate team members.
* Maintained recruitment database for future reference
* Vendor Management (coordination with the vendors in sourcing of candidates).

**EMPLOYEE ORIENTATION:**

* Managing the On-boarding program for which includes handling the ' Day one joining formalities.
* Maintaining employee database
* Monitoring team members at branch offices to ensure the effective functioning of the department
* Organizing Induction Program
* Coordinating with the other departments to organize Work Stations for the new joiners.

**TRAINING & DEVELOPMENT:**

* Identifying training needs based on the requirements from practices.
* Identification & coordination with the vendors in sourcing trainers.
* Coordinating with practices and trainers in execution of training programs
* Maintaining training feedback analysis report and progress report.

**HR OPERATIONS**

* Confirmation Appraisals - ensuring confirmation appraisals happen on time.
* Documentations - prepare letters like offer letters, appointment letters, confirmation letters, address proof letters, revision letters, deputation letters, promotion letters, Termination letters, relieving letters & experience letters etc.
* Handling resignations & trying to retain the talent.
* Handling exit process from clearance to completion of full & final statement.
* Conduct exit interview & create an exit analysis & send to the management team on the quarterly basis.

**AWARDS & RECOGNITION:**

* Coordinate & facilitate with managers on an annual basis for the nominations as per the awards & rewards policy.
* Collect information & reason for the nominating. Also give HR comments on these nominees with respect to their other attributes like attitude, communication, team handling etc.
* Announcement & circulation of the information across the organization after completion of the awards ceremony.

**EXIT FORMALITIES:**

* Initiate the exit formalities of the resigned employees in consultation with respective managers.
* Guide the resigned employee about the relieving process.
* Ensure the completion of all related formalities
* Conducting ExitInterview.
* Coordinating and facilitating the process of FFS formalities
* Sharing outcome of the exit interview to the respective managers
* Updating and maintaining the data of resigned employees

**Duration, Organization and Designation**

**Jan '15 Freelance HR Recruiter / Consultant**

**Jan’10- Dec’14 Selecture Solutions, India as HR Manger reporting to CEO**

**Apr’08 - Dec’09 at Sun Technologies (US Based MNC), Bangalore, India as Sr. Technical Recruiter**

**Aug’04 - Mar’08 at Selecture, Bangalore as Asst HR Manager**

**Academic Credentials**

* MBA in Human Resources (Full Time) from Anna University.
* Bachelor's Degree in Commerce from Calicut University

**Personal Details**

**Date of birth**  : 24th May, 1981.

**Nationality :** Indian

**Marital status :** Married

**Languages Known**

(Read, Write, Understand, Speak) English, Malayalam, Hindi.

(Understand, Speak) Tamil, Kannada

Other personal details will be provided on request.

**I hereby declare that the above mentioned details are correct according to my knowledge and belief.**

**Place: Al Karama, Dubai**

**Date: Dennis**