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| |  | | --- | | **RINI** | | STRATEGIC HR MANAGEMENT+ TALENT MANAGEMENT + BUSINESS SUPPORT | | **E-mail:**  [Rini-388347@2freemail.com](mailto:Rini-388347@2freemail.com) |  |  | | --- | | **PERSONAL INFORMATION**  **Nationality:** India  **Marital Status:** Married  **Languages:** English, Hindi and Malayalam  **Visa Status:** Visit Visa; Valid till 20th MAY 2019  **KEY SKILLS** | |  | | **Strategic:**  Strategy Management  Recruitment &Resourcing  Human Resource Management  Training& Development  Employee Relations & Engagement  Performance Management  International HRM  **Operational:**  HR & Legal Advisory  Policies & Procedures  Grievance Management  Compensation & Benefits Management  Team Management  **Software Know-How**  MS Office Suite  **EDUCATION**  **Madras University, India**  MBA in Human Resource Management (2007)  **Bharathiar University, India**  Bachelor’s Degree in Business Administration (2004) | |  |  | |  | | --- | | **EXECUTIVE SYNOPSIS**  A strategic HR professional with 5+ years of core experience in international human resource management along with associate areas of management and business support initiatives with specific focus on recruitment, employee engagement, HR strategy, performance management, compensation and benefits, employee life-cycle management and competency management initiatives. Seeking placement as an HR Business Partner to utilize accrued strategic HR acumen, toward achieving organizational objectives. |  |  | | --- | | **WORK EXPERIENCE** | | **HR Officer July 2016 – June 2018**  **Apponix Creative Lab, India** | | *The entity is a leading IT firm in India.*  **Key Responsibilities:**   * Overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits globally. * Developed HR plans and strategies to support the achievement of the overall business operations objectives. * Functioning as a strategic business advisor to the executive/senior management of each business unit or specialty group regarding key organizational and management issues. * Working with the firm's executive management to establish a sound plan of management succession that corresponds to the strategy and objectives of the firm. * Developing comprehensive strategic recruiting and retention plans to meet the human capital needs of strategic goals. * Devising and implementing comprehensive compensation and benefits plans that are competitive and cost-effective for the firm. * Managing and supporting key projects in the organization, advising clients of the impact of IT services solutions on their businesses and coordinating the functions of the project team. * Agreeing upon costs, timescales and standards to be met and monitoring these through the project.   **HR Executive December 2015 – June 2016**  **Aster MIMS Hospital, India**  *Aster MIMS is a NABH accredited 650-bed super-speciality hospital located in Kozhikode, India.*  **Key Responsibilities:**   * Oversaw a wide gamut of HR and administrative functions across the company, ranging from managing the employee life cycle, to administration and regulatory support as an HR Business Partner. * Managed statutory, payroll and IR activities individually, created systemized process in all HR and industrial activities. * Defined key metrics for effective recruitment such as retention rate, time per hire, candidates short listed vs. selected and quality of hire standards. * Experimented with the competency based HR selection process and also introduced innovative post filtering processes to identify the right fit for the organization. * Contributed to various training, learning and development initiatives, arranged for in-house and external trainers, and performed learning needs assessments to ascertain gaps and meet them with training interventions. * Designed policies and procedures, various HR forms and the induction program. * Tracked attendance, maintained leave, PF records and issued experience and relieving letters in addition to final settlement generation. | |

**HR Management – Trainee June 2013 – December 2015**

**Home Dcor Pvt. Ltd., India**

*The entity is a leading home décor retailer in India.*

**Key Responsibilities:**

* Managed all HR processes and procedures, ensured all vacancies are closed with the suitable candidates within the targeted time, interviewed candidates up to supervisor level and provided feedback to both HR Manager and Line Manager.
* Formulated employment contracts and issued engagement advice, screened all CVs received from recruitment agencies and websites, shortlisted suitable candidates, organized interviews and ensured all logistical facilities were available for interviewing.
* Created systemized processes starting from sending job offer, on boarding until the orientation day.
* Ensured maintenance of amicable employee-management relations in the organization, by encouraging workers to voice their opinions on common platforms.