

**GET TO KNOW ME**

Driven HR Executive 5 plus years of experience in human resources leadership & development. Proficient communicator and decisive team manager. Demonstrated strong business acumen with a knowledge of Human Resources.

**MY PROJECTS**

Develop a feedback system

Performance appraisal

Methodologies.

Action and code of conduct.

Organisational culture and practical exposure. Collaborated with team of HRs in the development of 360 degree feedback Documented and resolved attrition Creating tools company wide.

To find out factors fluctuates HR strategy.

**WORK WITH ME!**

Email: [supriya-397306@gulfjobseeker.com](mailto:supriya-397306@gulfjobseeker.com)

Address: AL KaramaDubai

**SKILLS AND ABILITIES**

Benefits administration

Recruitment strategies

Equal opportunities facilitation

Labor negotiations

Confidential Record keeping

Performance management systems

HR Business Partner

HRIS,SLA,ATS,TA,GREYTHR, Audit preparation and reporting Training & Development. Effective Communication Skills

Exquisite Organisational &Management skills Reasoning skills

HR Generalist Affairs & Employee Relations

Vendor Management

Stakeholder Management

Succession Planning

MS word, MS power

SUPRIYA

**HR PROFESSIONAL**

**WORK EXPERIENCE**

**SENIOR HR EXECUTIVE**

**RADICAL IT SOLUTIONS 2014-2019 HYDERABAD (INDIA)**



As a Recruiter managed end to end recruitment, screening shortlisting for IT

* non-IT.field.



Partnered with Leadership Team to accurately identify needs and create effective sourcing strategies to generate a diverse pipeline of qualified candidates.



Promote career growth and a development develop a high performance



Maintaining relationship with all vendor and provider contracts,agreements.



Performance management and talent management.



Act as a partner to the Recruiting team and hiring managers in interviewing Serve as the business partner to various levels.



Demonstrates the ability to and understand data and information quickly, with good attention to details.



Experience working across all HR disciplines



Managing & Coordinating with candidates, Interview panel, senior managers post interview feedback.



Managing employee information payroll,leaves,exit,compensation and benefits database with accuracy and updated.



Talent management, workforce planning, compensation, change management, productivity improvements, design



Able to negotiate with senior leaders to gain their consensus and strong commitment for action.



Provided insight to employees, assess issues/potential risks and recommend action to reach balanced solutions.



Maintain and update all HR policies and tools.



Talent Acquisition from different sources with desired result. Background verification for the new employee with complete joining formalities.Define business requirements and confirm suitability to shape HR strategy.



Extensive experience as an HR Business Partner combined with general HR experience



Identifies training needs for business units and individual coaching needs.Catering & analyse L and D



Ensuring on time adherence to HR compliance.

**EDUCATION BACKGROUND**

**CENTURION UNIVERSITY**

MASTER'S OF BUSINESS ADMINISTRATION

HUMAN RESOURCES | 2012-2014



* Centurion University Intern Gained insights in HR counselling. Assisted in University CSR Events.

As soft skill trainer guided NSDC students.



**RAVENSHAW UNIVERSITY**

BACHELORS OF ARTS

ECONOMICS HONORS | 2008-2011



Won the best Volunteer Award 2011



Member of the lakshya Club



Student Council Secretary

**AWARDS AND RECOGNITION:**



ROOKIE ROCKSTAR 2015 BEST PERFORMANCE 2015-09 BEST SOFT SKILLS TRAINER 2014-11

