

LOREM IPSUM

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Aspiring to handle senior level assignments in the field of HR & IR with progressive expanding organisation offering growth potential within the organisation structure

AN OVERVIEW

- ☞ A dynamic HR professional with **16 years** of experience in Manpower Planning, Recruitment & Selection, HR Management, Training & Development, Performance Management & General Administration.
- ☞ Practical experience gained in both large & medium sized organisations.
- ☞ **Last worked with Renaissance Jewellery Ltd. as Senior Manager – HR.**
- ☞ An out-of-the-box thinker committed towards professional growth of people within the organisation.
- ☞ Goal driven Manager with proven track record of establishing strategic plans, priorities, work assignments & solutions within allotted time & resources.
- ☞ Key skills entail:
 - Assessments & Appraisals
 - Competency Mapping
 - Motivation & Counselling
 - KRA's & KPI
 - Performance Management
 - Orientation
 - Culture Building
 - Communication
 - Organisation Development
- ☞ Proficient in handling Manpower Planning & Recruitment, Reward & Recognition System, Executive Development Performance Management, Employee Relations, Discipline Management, etc.
- ☞ An effective communicator with good interpersonal skills & expertise in development of subordinates.

CORE COMPETENCIES

Strategic Planning	☞ Formulating & benchmarking functional best practices to focus on development of abilities to meet present and future goals set by the organization.
Organisation Development	☞ Instituting change-management practices in the organisation, including organisational restructuring & manpower rationalisation initiatives.
Talent Management	☞ Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
Policy Formulation	☞ Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
Recruitment/ Selection	☞ Devised & delivered focussed Induction training programmes to new employees & initiated updated training programmes across the board for existing employees.
Compensation	☞ Developing & implementing strategies for screening/ recruitment to combat high attrition rate & retain talent.
Employee Welfare	☞ Coordinating in formulation & implementation of increment, incentive & other remuneration policies.
Performance Management	☞ Managing appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management.
Employee Recognition	☞ Conceptualizing & developing T&D initiatives for improving productivity, building capability and quality enhancement.
Employee Remuneration	☞ Handling bulk recruitments along with e- recruitment.
Attrition Control	☞ Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies.
Training & Development	☞ Facilitating Management/ Career Development Programs including technical and soft-skills training programs.
General Administration	☞ Managing the payroll functions of Managers, Officers, Staff and Workers.
	☞ Handling promotions, transfers, annual revisions, full & final settlements.
	☞ Ensuring the timely Issuing of confirmation, transfer, deputation, resignation, termination, retirement, etc. letters, maintaining employee's personal folders.

OCCUPATIONAL CONTOUR

2008– 2009 with Renaissance Jewellery Ltd., Mumbai as Senior Manager – HR

- ☞ Spearheading a team of 5 personnel to accelerate the speed of all H R activities and new initiatives.
- ☞ Handling induction & orientation programmes for newly joined staff.
- ☞ Undertaking training & development activities, making training budgets