**SHALINI ARUN**

7 "Ashish" Bunglow, Mahalaxmi Society, Near Jatan Vidhyalaya Road, Under Cadila Highway, Jashodanagar Cross Road, Jashodanagar, Ahmedabad 382445, Gujarat, India

**Mobile:** +91-8511258688 **E-mail:** [sschristian@gmail.com](mailto:ankit.dave@ymail.com)

**HR PROFESSIONAL**

To merge into a dynamic globally focused organization that will strategically utilize my existing skill

**PROFILE**

* Competent & diligent Human Resource Professional, offering comprehensive experience of over 8**+ years.**
* Keen strategist, adept at creating innovative strategies and formulating HR policies for accelerated growth of the organization.
* Proactively handling sourcing and manpower planning and coordination for recruitment process.
* Motivated and goal driven with a strong work ethics, continuously striving for improvement coupled with excellent HR aptitude with an eye for detail and the commitment to offer quality work.
* Multilingual with proficiency in English, Hindi , Gujarati

**Core competencies include**

* Manpower/ Recruitment & Selection Management  Administration  Employment Engagement  MIS Management*

**PROFESSIONAL EXPERIENCE**

**Sangani Infrastructure India Pvt. Ltd as Assistant Manager – HR and Admin - Since April ’11 to Till Date**

**Handling Group of Companies: Sangani Infrastructure India Pvt. Ltd., Swaaa Corporation Pvt. Ltd., & Nile Agro Industries Ltd. As Assistant Manager – HR & Admin**

**Sangani Infrastructure India Pvt. Ltd:** Sangani Infrastructure India Pvt. Ltd. is part of the "SANGANI GROUP" involved in diverse business interests ever since its inception in 1987. The group has always believed in creating a different experience to its clients and consumers in real estate, infrastructure development, consumer products, engineering products and services like Education, hospitality, mining and mineral products. We now have our presence in three cities of India (Ahmedabad, Bangalore & Vadodara) with more than 23 years of experience of executing residential and commercial projects. Sangani Infrastructure has been envisaged and incorporated as developers, persistently endowing in amplifying and diversifying analytical business with intensely handling and constructing major projects ranging from residential apartments, bungalows, residential plots, commercial properties and shopping centers.

**Swaaa Corporation Pvt. Ltd.:** Swaaa Corporation Pvt. Ltd. is the leading manufacturer, exporter and supplier of a qualitative assortment of Ozona Beauty Soap, Beauty Soaps, Whitening Soaps, Medicated Soaps, Toilet Soaps, Hotel Soaps, etc. Swaaa Corporation Inc contract manufacturer for Beauty Bar Soap, Toilet soap, Hotel soap and many more bar soaps, Aerosol Deodorant Body Spray and personal care products having offices at Ahmedabad, Dubai and manufacturing unit at Kandla with 100% Mazzoni Italian fully automatic manufacturing infrastructure. Having infrastructure facilities to produce soap, deodorant & personal care products at deferent part of the world which supported by highly sophisticated R & D dept with pilot plant.

**Nile Agro Industries Limited:** (MP Group of Industries) is the flagship company of a Uganda based Group that has interests as diverse as commercial farming to processing and manufacturing to large property development projects. When one speaks of Nile Agro, one refers to any of the other companies in the Group, because the activities are integrated and complementary in many ways. Group involved into FMCG product, STEEL, PLASTIC, POLYBAG, TEXTILE & SUGAR INDUSTRIES. Nile Agro Industries Limited (NAIL) is an ISO 9001:2000 certified company. NAIL has a number of quality awards under its belt and is certified by the Uganda National Bureau of Standards for quality products, practices and standards

**Job Profile: (Handling profile for Group of Companies)**

**Manpower Planning & Recruitment**

* Responsible for achieving manpower requirements by effective and on time recruitment & selection.
* End to End recruitment process from developing source to joining of candidate.
* Statutory Compliances pertaining to recruitment / selection.

**Induction, Orientation & Placement**

* Induction procedure & formalities of all new joinees like Bank account opening, handing over JD , CUG allotment, sitting place allotment, PC allotment if applicable, Uniform PPEs & all other accessories /Documentations as per recruitment end to end task list.
* New joinees induction, probationer’s evaluation midterm and end of probation feedback session, confirmation procedures, dealing with non-performers as per the set guideline.

**HR Operations**

* Circulating and communicating the daily MIS reflecting , late coming report, absenteeism, leave planning and leave report, OT control Participating in plant meeting, cross functional team interventions to reduce cost, waste, admin cost, maintaining [healthy](http://jobsearch.naukri.com/job-listings-Sr-Manager-Manager-Human-Resource-Inox-Wind-Limited-Ahmedabad-9-to-14-years-230414003313?showLB=1&strJobsarr=230414003313&applytype=single&ApplyMode=1&logstr=140065747544780500-1_0_5-7-F-0-1&TRACKID=&SapApply=&id=b92b6f4e252ff29641af48ef867e11d9a0a2bc832f01ea8b1c0360a16368b89c92d2d6ac5f21f68f) employee relations.
* Work with key management and provide support for identification of candidates, conducting HR interview. Perform appropriate background checks and reference checks. Preparation and processing of offer letter, preparation and processing of employment contracts.
* Work with key management and provide support for identification of candidates, conducting HR interview. Perform appropriate background checks and reference checks. Preparation and processing of offer letter, preparation and processing of employment contracts.
* Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance reviews, and absenteeism rates. Maintenance of personnel files/employee records. Recommend, develop and maintain human resource data bases, computer software systems, and manual filing systems.   
  Prepare & manage termination documentation of employees and conduct exit interview.  
  To be able to detect and handle complaints, disputes and grievances of all employees. Resolve disputes and administer disciplinary procedures.
* Pay roll processing, Exit formalities, Full & Final settlement etc.

**Employee Engagement Activities & Programs**

* Birthday Celebrations
* Marriage Celebrations
* Festival Celebrations
* Monthly outdoor excursions
* Special day celebrations - like Women's day, Independence Day

**Monthly & Quarterly MIS**

* On time preparing of daily, weekly & monthly resourcing MIS.

**Training**

* Planning and executing annual training plan soft skill, safety and technical training.
* Design, plan and conduct new employee orientations to foster positive attitude toward organizational objectives.

**PREVIOUS WORK RECORD**

**Claris Lifesciences Limited as Executive HR Since - Jan’09 to Aug‘10**

Claris Lifesciences is an international pharmaceutical company, in the business of manufacturing and marketing sterile parenteral preparations, life saving. Claris Lifesciences is an international pharmaceutical company, in the business of manufacturing and marketing of high end injectables with focus on New Drug Delivery Systems for treatment of critical illnesses and diseases.

Globally, the company operates in more than 80 countries, through its subsidiaries, offices and marketing/distribution network, and a diverse customer profile covering institutions, major corporate hospitals and international aid agencies. The company's range of products and delivery systems extends across Enteral and Parenteral Nutrition, Anesthesia, Blood Products and Plasma Volume Expanders, Anti-infectives, Dialysis and Transplant, Cardiac Care, Infusion Therapy as well as Medical Disposables and Equipment.

Job Profile:

**Job Analysis:**

* Preparing roles and responsibilities of each position in consultation with HODs and senior management.
* Preparing Organizational Structure in consultation with senior management.

**Induction:**

* Aligning new joinees with the company’s culture, past, present and future.
* Organizing and conducting induction for the different level of team members

**Training & Development:**

* Training need identification of individuals at the time of joining and after the performance appraisals.
* Preparation and execution of annual training calendar.
* Training manual & module preparation.
* Employee wise tracking of training.
* Co-ordination of SOP & Capability enhancement training programme.
* Co-ordination of Training Programmes related to Behavioral, Operational & Functional conducted by External & Internal faculties.

**Recruitment:**

* Talent acquisition at all level (HR interviews, Salary fitment, negotiation)
* Expertise in all phases of recruiting cycle, not limited to sourcing and networking with existing database (internal and external) of candidates.
* Insight in matching the experience and personalities of candidates to job requirements and the corporate culture.

**Process Improvement:**

* Up gradation of department policies
* Preparation and framing of SOP(Standard Operating Procedure) and operating manuals of each processes

**Employee Relations:**

* Execution of all routine jobs related to ER.
* Strong grievance handling to ensure smooth functioning.

**Employee Engagement:**

* Organizing team building and team outing activities.
* Organizing employee involvement activities like Sports, C-Bash, Family Factory visits,
* Birthday Celebrations
* Marriage Celebrations
* Festival Celebrations
* Monthly outdoor excursions
* Special day celebrations - like Women's day, Independence Day

**Database Management:**

* Preparing Recruitment and Training MIS
* Maintaining training record for all employees and training material by successfully implementing 5S.
* Developed and maintained training material bank of different trainings organized in the organization.

**Havoc Consultants Ltd as Recruitment Consultant – March ’06 to Dec ‘08**

Havoc Consultants Private Limited is dedicated to offer Quality Services to candidates and organizations to their satisfaction. We are dealing with Top Indian & MNC Companies having interest in the areas of FMCG, Telecom, Service Industry, Consumer Durables, Information Technology, Pharmaceuticals, Chemicals and Engineering. With our unique selection and placement process, we believe in giving maximum services and deliveries with zero tolerance defaults. That helps us in keeping our focus intact of providing quality services to the customers.

Job Profile:

* Client relationship & delivery.
* Identifying and evaluating employers' recruitment needs.
* Negotiating terms of employment.
* Interviewing potential candidates.
* New client development.
* Coordinating & handling key accounts of recruitment procedure with clients.
* Validating resume according to the position.
* Evaluating candidate’s technical skills, communication skills, presentation skills and based on client’s requirement.
* Monitoring candidates once placed.
* Collecting feedback from employers on the performance of candidates who have previously been placed with them.
* Sourcing for Permanent Staffing and Turnkey.
* Sourcing profile through various possible sources (Headhunting, portals, referencing, database generation, etc).
* MIS (Daily & Monthly).

**TeleSOFT Call Centre Services as Executive HR - Oct '04 to Feb '06**

TeleSOFT Call Centre Services serves, , we offer world class Call Center services, BPO Services , back office services and more... which promotes the success of our customers by providing, innovative, value added applications and services, that increases productivity, enhances the quality of client communications, and delivers highest level of support, in terms of customer satisfaction, to diverse business sectors. We have acquired excellence in delivering, an enhanced level of customer satisfaction to our clients, by offering superior Outbound Call Center Services, BPO Services and Telemarketing Services. We are committed to endeavor quality performance at any stage and at all times, may it be for attaining productivity through calls or by providing utmost customer satisfaction.

Job Profile

* Prescreening of candidates.
* Coordinating & handling accounts of recruitment procedure.
* Validating resume according to the position.
* Evaluating candidate’s technical skills, communication skills, presentation skills and based on requirement.
* Sourcing profile through various possible sources (Headhunting, portals, referencing, database generation, etc).
* Managing official activities & responsible for official correspondence related to recruitment activities.
* Involved into joining formalities, documentation of personal records, offer letter and appointment letter processing, pay roll management, counseling call centre executives, supervising administration department (Transportation & Food)

**Cama Motors as Sales Coordinator - May '04 to Sept '04**

Cama Motors is now truly ‘All about luxury cars’. For the first time in Gujarat, a luxury car dealer has come up with such a unique concept which encompasses everything. Cama Motors has served delightful experiences to all discerning car lovers with their personal services along with the most advanced technology. Cama Motors set up their own premises, with complete sales services and parts facilities, at their present location at Ahmedabad.

Job Profile:

* Providing after sales support to the sales team by arranging for proper document of sales.
* Managing RTO procedure; extending administrative/ back office support to the sales team for achievement of the targets.
* Daily maintenance and updating the stock report of the cars and cars dispatched.
* Coordinating with Sales Manager in planning of car deliveries.
* Ensuring customer satisfaction by strictly adhering service quality standards decided by HSCI and by resolving the customer complaints on time.

**EDUCATIONAL CREDENTIALS**

**Diploma in International Airlines & Travel Management from IITC -** Ahmedabad

**Bachelor of Arts – 2004 –** Gujarat University

**Languages Known:** English, Hindi, Gujarati, French (Basic)

**References: On Request**

This is to certify that the information provided in this resume is true to the best of my knowledge**.**

**Shalini Arun**