

JEYASHREE RAMANUJAM

SUMMARY

- ❖ MBA(HR) professional with Engineering background having nearly 7 years of work experience
- ❖ An expert in end-to-end recruitment from Level-0 to C-Level across industries and functions covering Pan India and Overseas
- ❖ Hands on experience in HR Process Improvement, OD & Special Assignments, Learning & Development activities connecting to Organization Goal & Vision
- ❖ Exposure to SAP ECC 6.0

CAREER CHRONOLOGY

Viraj Profiles Ltd

Assistant Manager – HR • 10/2018 – Till Date

Viraj is one of the largest manufacturers and exporters of Stainless Steel long products in the world. With turnover of USD 1.5 Billion, the company is exporting its stainless steel products (Wire Rods, Wires, Welding Wires, Flanges, Fasteners, Bright Bars and Profiles) to more than 1300 customers based across 90 countries spread over 6 continents. Also has sub divisions of Shipping/ Logistics & CFS.

- ❖ Managing complete recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new/existing depts.
- ❖ On-Boarding & Induction: End to End on boarding support; Induction up to Sr. Manager Grade; Exit Interviews & Handling Grievances & Retention Portfolio for all
- ❖ Succession Planning & Talent Management
- ❖ Responsible for End to End Recruitment assignments for Shipping/Logistics & CFS divisions.
- ❖ Job Evaluation & Preparing Job description with respective to KPI (Key Process Indicator) & KRA (Key Results Area) for junior – director level current & new position.
- ❖ Responsible for Employee Welfare activities & addressing Employee Grievances
- ❖ Learning & Development
- ❖ Assisting CHRO in PMS and OD assignments as per Management requirement
- ❖ Software onboard : SAP ECC 6.0

Sahar, Andheri(E)
Mumbai

09766859177; 022 2673 6293

Jei2013shree@gmail.com

SOFT SKILLS

- ❖ Analytical Skills
- ❖ Interpersonal Skills
- ❖ Negotiation Skills
- ❖ Building Effective Relationships
- ❖ Adaptability

TECHNICAL SKILLS

- ❖ Talent Management, Global Talent Acquisition (Asia Pacific & India)
- ❖ Learning & Development / IDP
- ❖ Induction & On boarding



EDUCATION

- ❖ Master's in Business Administration(MBA- Human Resources) - Pune University 2010 – 2012 (Full Time)
- ❖ Bachelor's in Technology (Chemical) - Amravati University 2005 – 2009 (Full Time)

PERSONAL DETAILS

- ❖ Date of Birth: 5th Sep 1987
- ❖ Languages: English, Hindi, Tamil & Marathi
- ❖ Marital Status: Married
- ❖ Current CTC: 6 Lakhs
- ❖ Notice Period: 3 Months (Negotiable)

REFERENCES

[Available upon request.]

Sri Sri Rural Development Trust

Manager – HR & Soft skills Trainer • 04/2016 – 04/2017

04/2016 – 9/2016 (Full time);

10/2016 – 4/2017(Assignment Basis)

Sri Sri Rural Development Program Trust under the aegis of Art of Living operates with the single-minded focus of empowering Rural India. SSRDP along with National Skills Development Corporation conducts various Vocational trainings & Corporate Trainings; Also take cares of Various CSR projects

- Recruitment / Leadership Hiring
- On Boarding & Induction
- Manage CSR projects from Various Organization.
- Implemented and utilized cost-effective recruitment strategies to attract highly qualified and diverse candidates
- Conduct Trainings (Retail Management, Campus to Corporate, Personality Development)

Coastal Energy Pvt. Ltd

Executive HR• 12/2012 – 04/2016

Coal and Oil Group is a Rs. 2400 crores (US\$ 550 million) Integrated Energy Company involved in various aspects of Energy supplies including Coal trading, Mining, Shipping, Logistics and Power Generation. C&O transacts business with major producers across the globe - Australia, China, Indonesia, North America, Russia, South Africa and Vietnam. C&O caters to the diverse needs of Power plants, Cement plants, Synthetic Fiber plants, Paper Plants, Brick and Fertilizer industries.

Recruitment, On-Boarding & Induction:

- ❖ Responsible for Manpower Planning and PAN India and Overseas recruitment (Singapore, Indonesia, and Dubai)
- ❖ Handling Level-0 to C-Level hiring across business verticals, industries and geographical locations

Training & Development:

- ❖ Compilation of all employees' training needs in India, Singapore, Dubai and Indonesia.
- ❖ Designing the training calendar every year with indicative budget and taking approval. Identifying suitable trainers Ensure its implementation with required contents

New Project/OD Initiatives

- ❖ Assisting Head of HR at Corporate level in all Employee 'Development' and 'Assessment' Initiatives.
 - ❖ Assisted in 360° Feedback survey, Thomas assessments, Deliotte and Cedar Special assignments.
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