

CAREER OBJECTIVE

Maintain and enhance human resources productivity in an organization, Developing Strong Manpower, Identifying Talent and Deploying professional development programs in order to achieve Organizational Goals, Values, Mission and Vision and fulfill employees' needs.

CORE COMPETENCIES & AREAS OF EXPERTISE

Employment Life-Cycle | Recruitment, Retention & Attrition Management | Maintaining Employee Data & Performance Management | HR Policy Development & Implementation | Compensation & Benefits | Grievance Handling | HR Administration

PROFESSIONAL PROFILE

- As a HR Professional with **4 years'** of experience.
- Currently designated as **HR – Sr. Executive** with **HCP Wellness Private Limited, Ahmedabad @ Gujarat.**
I am reporting directly to Director for HR function.
- Being a part of **HCP Wellness Private Limited – HR team** my current job profile includes:
 - ✓ **HR Operations** (Managing employee life cycle, Attendance Monitoring, Leave Management, Payroll and PMS)
 - ✓ **HR Administration** (Designing and implementing Policies, Manpower Budgeting)
 - ✓ **Employee Relations** (Employee Welfare & Engagement)
 - ✓ **Training & Development** (Induction Training, Code of Conduct)
 - ✓ **Advisory Functions** (Departmental Head advice)
 - ✓ **Responsible for established and monitoring all HR functions implemented in all HCP.**
- A keen communicator with the ability to relate people across all hierarchical levels in the organization. Deftness in maintaining harmonious relations among management and employees through efficient administration and resolution of employee issues.
- Possess ability to motivate people to achieve organizational objectives.
- Work closely with the business to evaluate and develop end to end human resources strategies and ensure proper integration and alignment to HR strategic goals.
- Designing policies, interacting with different circles, understanding trends and ensuring overall welfare of the organization and structuring commercial transactions.
- Provide insightful data to guide decision making and offer proactive solutions, solving problems and getting to the root cause and resolve issues.

CAREER SNAPSHOT

- Driving end to end Recruitment Life Cycle including short and long-term recruitment planning, resource allocation and deployment, Workforceplanning and Performance metrics reporting.
- Serving as a strategic human resources leader and providing leadership to talent acquisition team.
- Strategic HR:** Conducted assessment to identify areas of improvement. Involved Sr. Management & Employee groups to design mission, vision, goals & define Staff life cycle. Aligned organizational goals with departmental / individual goals for clarity on performance expectations.
- Identify the performers, special achievements and facilitating them during the annual functions. Motivate and retain critical resources in the organization to achieve organizational goals and objectives.
- Prepared annually and monthly budget as per the instructions of the top management.
- Planning and providing budgeted resources and support to affect best performance levels and facilitating goal setting, effective appraisal, feedback assess employee performance and report any gaps between

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expectations and outputs (Drive Performance Management System with detailed KPIs/KRAs for every employee)

- Developed the ‘Rewards and Recognition Programs’ forums within organization towards employee retention and motivation. Like Employee of the Month / Year, Best Team.
- Recreation Activities – Games, Festive celebration, Annual function.
- Responsible for managing of staffs and guests (visitors) accommodations, transportations and vehicles management.
- ISO Exposure: Successfully implemented ISO Quality Management Standards and Procedures for organizations worked.
- Responsible for monitoring of all non-disclosure agreements designing and renewal and also Statutory Compliances of organization as per the Factories act and Contract Staff (Manpower, Housekeeping and Security).

EXPERIENCES:

HCP Wellness Private Limited, AHMEDABAD @ GUJARAT

HR Sr. Executive

Jan’ 2021 to Still continue

DIFD INDUSTRIES Pvt. Ltd., MALVAN @ GUJARAT

HR & Admin Manager

Nov’ 2019 – Oct’ 2020

DIFD INDUSTRIES Pvt. Ltd., KANNIVADI @ TAMIL NADU

HR & Admin Executive

Oct’ 2018 – Oct’ 2019

ACCENTURE, PERUNGALATHUR @ TAMIL NADU

Software Engineer

Aug’ 2017 – Aug’ 2018

EDUCATION AND QUALIFICATION

PG / Master	MBA (Human Resources)	FY 2022 – Pursuing	Manipal University
Graduation	B.E. (Computer Science and Engineering)	FY 2013 – 17	Anna University

CERTIFICATIONS IN HR

- Certified in “Preparing to manage human resources and human resources analytics” in coursera.

PERSONAL DETAILS

Residential Address	:	<u>CURRENT ADDRESS</u> C3, Pushottam Nagar, Bopal, Ahmedabad, Gujarat – 380059.	<u>PERMANENT ADDRESS</u> 5D-2A, Dharga Street, Aravakurichi, Karur, Tamil Nadu – 639201.
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Email ID	:	sameemyasmin28@gmail.com	
Date of Birth	:	28 December 1996	
Language Proficiency	:	Tamil, Hindi, English.	
Hobbies	:	Listening Music, Watching Cartoons	
Marital Status	:	Unmarried	
Father & Mother Name	:	Umar Farook S & Banu U F R	

