Clarissa Nester Dias

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**OBJECTIVE**

A competent professional with expertise in helping employees align with business objectives. Proficient at organising training, development and team building initiatives to cement goals and drive competitive growth. Organised and creative with strong leadership and collaboration skills.

***Core Competencies***

|  |  |  |
| --- | --- | --- |
| **Employee Engagement** | **Training & Development** | **Team Management** |
| **Talent Acquisition** | **Performance Management** | **MIS** |
| **Grievance Handling** | **Background Verification** | **Exit Interview and Analysis** |

***Occupational Contour***

**Omron Automation Pvt. Ltd. As Human Resource (third-party pay roll) (Aug’17 – till date)**

Omron Industrial automation functions as a partner to help innovate manufacturing. It is a leading manufacturer & supplier of Motion controllers, safety solutions & industrial components.

**Key Accountabilities**

* Responsible for Employee life cycle (Joining formalities, Confirmation process, exit process, PIP)
* To administer and ensure timely completion of Performance Appraisal Assessment across the

organization

* Responsible for all employee engagement and welfare activities.
* Responsible for identifying training needs across the organization and develop recommendations for new programs
* Conduct soft skill training for employees that cultivate and enhance company culture
* Responsible for Policy and Process formulation and implementation
* Responsible for payroll management
* Generating different type of MIS Reports like attendance report, leave status report and HR report

**POSCO IAPC, Ahmedabad As Sr. Executive - Human Resource (May’16 – Jan'17)**

POSCO is a multinational steel-making company headquartered in Pohang, South Korea. It’s the world's fourth largest steelmaker with an output of 42 million tons of crude steel.

**Key Accountabilities**

* To handle manpower planning and entire recruitment cycle
* Designing and updating training manual and training records of employees
* Responsible for Payroll management and general office administration
* To administer and ensure timely completion of Performance Appraisal Assessment across the organization
* Responsible for Policy and Process formulation and implementation
* Responsible for all employee engagement and welfare activities.
* Maintenance of Personal file, audit details, working out compensation for new entrants, confirmations
* and full and final settlements
* Generating different type of MIS Reports like attendance report, leave status report and HR report

**Yazaki India Pvt. Ltd., Ahmedabad As Executive - Human Resource (Sep’14 – April'16)**

Yazaki is Global automotive parts supplier with a focus on wire harnesses and to a lesser degree instruments and components such as connectors and terminals. Yazaki ranks among the largest worldwide automotive suppliers.

**Key Accountabilities**

* Managing the complete recruitment life-cycle
* To ensure timely Induction & Training functions for all new Joinees & existing Employees.
* Responsible for handling all day to day queries and grievances of employees to ensure smooth

functioning of organization.

* Responsible for all employees’ engagement and welfare activities starting from birthdays, annual

picnic, cultural event etc.

* Handling Appraisal process across the various levels and assisted in establishing a framework for

performance appraisal cycle.

* Responsible for various training function and training need analysis for different level.
* Issuing and Maintaining a track of offer letter, Internal/External transfers, Probation & Confirmations etc.
* Administering Exit Paper work and preparing Exit interview Summary. Processing for Full and Final settlement.

**Fibre2Fashion (Sanblue Enterprises Pvt. Ltd.), Ahmedabad as Sr. Executive – HR (Jan’12- Sep’14)**

Best B2B Marketplace Of Textile, Apparel & Fashion Industry Offers Business Leads, Selling Leads,

Buying Leads to Latest Business Offers to the Textile Industries.

**Key Accountabilities**

* Supervising the entire HR operations & Recruitment functions for the company.
* Formulating, Designing, Executing & Implementing HR Policies.
* Responsible for Recruitment and Closing of vacancy within the specific time.
* Assisting new joinees to complete joining formalities and conducting inductions program,
* Identifying Training need Analysis.
* Issuing and maintaining the records of identity /access cards, transfer letters, employment certificates.
* Maintenance of Attendance/Leave records, co-ordinating for regular filling of timesheets and follow up for the same
* Issuing Offer Letter, Appointment Letter, Confirmation Letter, Relieving Letter, Transfer Letter,
* Promotion Letter & Increment Letter.
* Monitoring and maintaining the attendance of employees. Filling the leave forms and keeping a track of the leaves taken.
* Introduced and organized “We TIME” – know you company every month for the Employees.

***Previous Assignments***

* May’08 – Aug’10 with Pyramid Foreign Education, Ahmedabad as Visa Co-ordinator.

***Achievement***

* Served as Deputy MR for ISO Audit at Fibre2Fashion (Sanblue Enterprises Pvt. Ltd.)
* Initiated the Training Development Programme across the organization at Sanblue Enterprises Pvt. Ltd.
* Successfully recruited a team of 35 people in Production in a month at Yazaki India Pvt. Ltd.
* Certified as internal trainer for soft skills at Omron Automation Pvt. Ltd.

***Academia***

* **MBA** from ICFAI, Tripura, 2011
* **B.A (English Literature)** from St. Xavier’s College, Ahmedabad, 2008
* Technical Proficient with Windows, Office, Database, etc.

***Personal Vitae***

Date of Birth 15th September 1987

Interests Reading and Music

Linguistic abilities English, Hindi, Gujarati and Konkani