# Sagar N. Namaha (Post Graduate In HRM with 6+ yrs. of Experience in HR Field)

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# subhash bridge, Ahmedabad

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***CAREER OBJECTIVE***

Looking for a challenging career which demands the best of my professional ability and helps me in broadening and enhancing my current skill and knowledge.

**WORK EXEPERIENCE**

***Currently Working As - Hr (Recruitment)***

***Indiref Hr Services Pvt Ltd. (July 2017 To Conti…)***

* Lead and/or contribute to Recruitment and Selection of BFSI Projects in co-ordination with other team members.
* Helping clients to Find the best employees for their business
* Finding employees from different Job portals/ References/ Data base / Application.
* Meeting the defined time frame/target for the assignments, MIS Reports
* Posting job descriptions on portals or E-Researches.
* Scheduling interviews or briefing candidates before and after interviews

***Nissan Clean India Pvt Ltd***

***Hr / Admin Executive (May 2016 To July 2017)***

* Recruitment, Advertising vacancies, Sourcing, screening & short listing resumes through various job portals or else internal reference, head hunting.
* Conducting telephone and Personal interviews and coordination with departmental heads.
* Preparing offer letter, completing joining formalities.
* Attendance & salary management and management of all other employee benefits.
* Processing of attendance data in attendance system. Processing monthly attendance muster.
* Handling Ticket Booking (Bus/Rail/Hotel)
* Maintaining employee’s personal files and records.
* Designed HR Policies and Various HR Forms.
* Tracking Attendance, Maintaining Leave records, PF records, preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, absenteeism notice, warning letter, showcase notice, experience certificate, reliving letter, etc.
* Preparation of full and final settlement, Festival Celebrations and other company events
* Welcome-mail policy to all new joiners, Initiated regular Birthday mailers...

***Kapil Consultancy***

***Hr Recruiter - Team Leader (Feb 2015 to May 2016.)***

* Lead and/or contribute to Recruitment and Selection projects in co-ordination with other team members (BFSI)
* Lead, train and develop Team - e.g. Workforce planning, Staff development
* Knowing the needs of clients, keeping excellent relationships with employers
* Helping them to find the best employees for their business
* Finding employees from different Job portals/ References/ Data base.
* Regular follow-up with candidates or and managing a healthy pipeline
* Posting job descriptions on portals or E-Researches.
* Scheduling interviews or briefing candidates before and after interviews
* Maintaining timely documentation of all conversations with candidates.

Post Selection Formalities.

* Meeting the defined time frame/target for the assignments, MIS Reports

***Bikes Auto (Hero Bikes - Ahmedabad)***

***Hr Executive (July 2013 to Feb 2015)***

- Recruitment & Selection, Manpower planning,   
- Training & development of the employees and company.  
- Joining formalities/ On boarding candidate  
- Maintaining employees record, joining formalities, termination, confirmation, leave etc.  
- Salary & Incentives, Other benefits & Administrative work, Esi, Pf, Pt Calculation

- Maintaining daily and monthly attendance records.

- Leave Management, Paid Leave, Medical Leave  
- Employee engagement activities, Organizing various functions, Events, and Picnic.

- Facilities management like Housekeeping and Security service for the company.  
- General Administration, Vendor Management.  
- Handling Employees Grievances.  
- Preparing different Hr Policies and maintain it for Healthy Environment.  
- Branch Visit, Solving Local Issues At Branch

**EDUCATIONAL QUALIFICATION**

* **PGDM IN HRM** with **second class** from Mahatma Gandhi Labour Institute in 2013.
* **B. COM** with **second class** from Aroma College, Ahmedabad (GUJ. University) in 2011
* **HARDWARE & NETWORKING** from Hcl career institute, Ahmedabad in 2009.
* **12th** with **second class** from Nutan high school, Ahmedabad. (G.S.H.E.B.) in 2008.
* **10th** with **first class** from Nutan high school, Ahmedabad. (G.S.E.B.) in 2006.

**PROFILE**

* Analytical, good at problem solving and excellent in maintaining interpersonal relationship.
* Good knowledge computer hardware & software.
* Well versed in Hardware, Networking & Security, CCNA, MCSE, RHCE Mobile and wireless Devices.
* Good verbal and written skills.

**SOFTWARE SKILLS**

**Operating Systems** Windows 9x/2000/XP/vista/7

**Software**  Microsoft Word, PowerPoint, and Excel

**HARDWARE SKILLS**

* Assembling of PC.
* **Networking & Troubleshooting PC.**

**PROJECTS UNDERTAKEN**

**Effective Hr Policy In It Companies – Summer Interns Project**

**From: Sp Techno lab Pvt. Ltd.**

Having experience of 6 weeks study on various effective hr policies in it companies.

**Role :** HRTrainee

**Hardware & networking training**

**From: Hcl Cdc Pvt. Ltd.**

Having experience of 1 year training in various hardware & networking concepts.

**Role :** Hardware & networkingTrainee.

**STRENGTHS**

* Determined to learn with managerial approach.
* Good communication skills.
* Enthusiastic and can produce results under deadline constraints.

**PERSONAL DETAILS**

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| Father's Name | | Nandkishor B. Namaha |  |
| Date of Birth | | 30-07-1991 |
| Sex | | Male |
| Marital Status | | Married |
| Languages known | | English, Hindi & Gujarati. |
| Permanent Address | | 207, ashutosh residency,keshav nagar road, subhash bridge, Ahmedabad (Gujarat, India) -3800027 |
| Hobbies | | Reading, Music, Surfing Internet. |
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**Sagar N. Namaha**