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|  |  | EDUCATION |
|  | **2017:** **St. Francis Institute of Management and Research, Mumbai - Master of Management Studies (MMS/MBA) -** 74.87 %  **2013:** **St Xavier’s College, Mumbai – Bachelor of Science** - 74.11 %  **2008:** **Mary Immaculate Girls High School -** 85.07 % |
| D e a n n e  D H A R M A I  **Assistant Manager - Human Resources** Profile Dedicated HR Generalist with experience in talent acquisition, onboarding, and employee engagement. Proven ability to align recruitment strategies with business needs while enhancing candidate experience and employer branding. Skilled in developing HR policies & managing operations that foster organizational growth. Adept at leveraging innovative recruitment methods and HRIS solutions to streamline processes and improve overall efficiency.  **AREAS OF EXPERTISE**   * Talent Acquisition * HR Operations * Data collation, analysis & reporting * Employee Engagement * Process Improvement * Diversity & inclusion Initiatives  CONTACT Details PHONE: +91 9136430215  LINKEDIN PROFILE: https://www.linkedin.com/in/deanne-dharmai/  EMAIL: [talentchamp29@gmail.com](mailto:talentchamp29@gmail.com)  LOCATION: Bandra, Mumbai - 400 050 CERTIFICATIONS Opportune Technologies HRMS & Process automation training course.  Post Graduate Diploma in Banking from NIIT – IFBI. Technical Skills Microsoft Office - Excel, Power Point, Word, Outlook  Applications (SAP & Kompass HRMS) personal Details Date of Birth: 29th September 1992 |  | WORK EXPERIENCE |
|  | **S A R A Logistics Services Pvt Ltd – M O H I N A N I Group**  **Apr 2017 - Till date – Assistant Manager – HR Shared Services**  **Organization Profile:** Manufacturing of packaging & plastics and trade & distribution. The group operates across countries in the African sub-continent from Ghana to Kenya, as well as in international trading & service centers in Hong Kong, Dubai, London, and Mumbai.  **Talent Acquisition:**   * End to end recruitment for the Plastics manufacturing and Electronics trading divisions. * Understanding Business needs and ensuring JDs and MRF are aligned with business requirements. * Sourcing, screening and shortlisting candidates through various sources like Naukri, LinkedIn & recruitment vendors for niche business segments and locations. * Effectively communicating with candidates to ensure a positive candidate experience and evaluating candidate feedback to ensure favorable employer branding. * Preparing offer and effectively negotiating with candidates. * Identifying, engaging and evaluating vendors according to business requirements. * Maintaining a master recruitment database and engaging passive candidates through LinkedIn for future opportunities. * Preparation of recruitment trackers and presenting to stakeholders on a weekly basis.   **Onboarding and Induction:**   * Co-ordinating with candidates and vendors for background verification checks and ensuring documents and folders are maintained with utmost confidentiality. * Introducing new joiners to the company culture, values and polices via orientation sessions.   **HR Operations:**   * Drafting HR manuals, policies, booklets, letters according to the business requirements. * Designing of compensation and benefits structure according to the business requirements. * Designing and maintaining complex organization charts for role clarity and succession planning. * Generating and presenting reports on key HR metrics including turnover rates, time to hire, source of hire, Cost per hire, employee engagement, HR cost and * Generating and presenting reports on talent acquisition & organization health surveys.   **Employee Engagement:**   * Organizing Birthdays, Festive Celebrations & Farewells. * Organizing Annual get-togethers.   **Training and Development:**   * Identifying training needs and liaising with the external training partners across CSC International Business. * Preparing and updating the training Calendar for CSC international entities. * Implementing E-learning Courses and Online trainings.   **New Implementations:**   * Leveraged zero-cost recruitment measures through social media networking, optimizing candidate sourcing strategies. * Facilitated gender-diverse and cross-nationality hiring for niche and high-impact roles. * Enhanced the overall candidate experience and improved employer brand perception by introducing simple applicant feedback mechanisms. * Developed and implemented various policies such as Group Recruitment Policy, Campus Recruitment Policy, Work from Home Policy, BGV Policy, and HR Handbook. * Created standardized formats including MRF, New Employee Information Form, Recruitment Tracker weekly MIS, HR Candidate Assessment Sheet, Interview Evaluation Sheet, Recruitment Database, Training Need identification format, and Training Calendar. * Automated the attendance and leave management system by introducing a new HRIS software Kompass by Probus.   **Kotak Mahindra Bank Ltd Assistant Manager – Internal Control**  **Aug 2014** –**Jul 2015**  **Ferntastica Gardens Ltd - Senior Supervisor**  **May 2013 – Mar 2014**  **Internships**  **Nexus HR Consultants Intern – Human Resources**  **Feb 2017**–**Mar 2017**   * Sourcing, screening, coordinating with various stakeholders and scheduling interviews via job portals like Naukri and Monster.   **Eureka Forbes Limited -** **Summer Trainee**  **May 2016** –**Jun 2016**   * Streamlined and simplified manual Attendance and Leave Management System. * Recommended implementation of a shift from manual to online Leave Management Systems. * Acquired hands-on basic experience of working in SAP by entering and checking employee payroll and personal data. |
|  | SKILLS & cOMPETENCIES |
|  | * Results Driven * Effective Communicator * Strategic & Analytical * Team Player |