**M. Kaleelul.Rahman **

**Mobile: +91 9840193086**

**Email id:rahman81980@gmail.com**

**Passport Number: H4634462**

**Professional Summary**

* **11+ years of Experience in the field of Human Resources which includes roles like Talent Acquisition, End to End Recruitment , Administration, Training & Development, Performance Management, Appraisals, Statutory compliances , Organization Development, Employee Relations etc.**
* **Good experience in sourcing, screening and placing candidates for various positions.**
* **Experience working for Permanent, Contract and Contract to Hire positions.**
* **Identifying right candidates using various sourcing methodologies like referrals, networks and internet searches and Job boards like Naukri, Monster, Dice.**
* **Experience in interacting and handling different clients.**
* **Expertise in managing the entire recruitment process, from requisition initiation to sourcing, discussing the opportunity, presenting the resume, negotiating rates, coordinating interviews, releasing of offer and final Placement.**
* **Outstanding work history and experience in all aspects of Recruiting with proven record of achievement.**
* **An enterprising leader with self-driven attitude & organizational abilities.**
* **Good experience in leading a Team of recruiters.**
* **Successful in establishing strong candidate relationships.**
* **Extremely motivated, excellent communication skills and the ability to work in a fast paced environment.**

**Areas of Expertise**

* **HR Generalist: HRMIS Reports, Policy/procedure Implementation, Performance Management System (PMS), Appraisals, Induction, Training & Development, Attrition Issues, Retention and Relieving procedures-Exit Interviews.**
* **Core HR (Recruitment): Talent Acquisition, Man Power Planning, End to End Recruitment Process- (Naukri, Monster), Consultant References, social media networking (Facebook, Linkedin), Campus Hiring & Referrals , Joining formalities, Client/Vendor Management.**
* **Employee Relations: Continuous interaction with employees to understand and resolve their grievances and keep them motivated and satisfied to enhance the productivity, Event Management- Organizing official functions, Best Employee Awards, Year completion awards ,Birthday & Anniversary Celebrations , recreational activities like picnic, sports & social activities.**
* **Add on Benefits: Resume Formatting, Career Counselling (Individual assessment will be given to all the candidates regarding the feedback about their Mock interview and tips to improve their skills), IQ Tests ,Job Assistance , Post training support provided regarding any HR issues.**

**COMPANY’S PROFILE & EXPERIENCE**

***Cubic Systems* is a one of the leading multi-product company based in Chennai, India. We, along with our consultants have extensive experience and expertise in development, implementation and management services such as Software, Human Resource Management, Training and Data Processing Solutions. We have a dedicated team of professionals to provide high-end quality and value-added solutions at optimal cost-efficiency. *Cubic Systems* provide high-end service levels with assured support, to improve internal and external customer satisfaction. Wide range of highly satisfied customer made us to be a Leading service providing company in chennai. Cubic Systems offers total solutions for maximum profitability and long lasting success.**

**Duration: Feb 2006 – May 2016**

**Role: HR Operations/Management Head**

**Overall Responsibilities Handled**

**Recruitment**

* **Recruiting talents from various sources like Portals (Naukri, Monster), Consultants, social media networking (Facebook, Linkedin), Referrals etc.**
* **Campus hiring from institutions.**
* **Negotiating with candidates for offer & Remuneration acceptance**
* **Checking Employees’ references through various sources(Consultants, Direct phone calls and E-mails)**
* **Coordinating with Consultants for various permanent staffing requirements.**
* **Co-ordinating with temp staffing vendor for various recruitment needs.**

**On Boarding**

* **Induction**
* **Co-ordinating with Functional Heads & conducting Departmental induction.**
* **Taking care of all Joining formalities {Joining forms, P.F, & Bank A/C openings}.**
* **Checking the new joiner’s educational and past experience certificates.**
* **Preparing New Joiner data for Employee Code generation and HRMIS**
* **Issuing Offer & Appointment**
* **Co-ordinating with ID & Access cards Vendors for issuing Cards**

**Employee Training and Development**

* **Analyze the training needs of employees.**
* **Identifying training needs & effectiveness across the organization.**
* **Organizing customized training programmers to enhance the manpower skills & efficiency**
* **Developing effective training programs in conjunction with other departments in the company**
* **Follow-up after training, through feedback & evaluation for continuous improvement.**

**Employee Relations & Employee Welfare**

* **Counselling and Supporting employees to have a good employee Relation**
* **Continuous interaction with employees to understand and resolve their grievances and keep them motivated**
* **Rewards & Recognition- Organizing official functions, Best Employee Awards, Year completion awards, Birthday & Anniversary Celebrations, recreational activities like picnic, sports & social activities etc.**
* **Advise and direct other department managers on HR issues and employee relations matters.**

**HRMIS Reports**

* **Maintaining Personal records of all employees.**
* **Maintaining Hiring reports.**
* **Maintaining Interview data bases.**
* **Maintaining Data base of all candidates from different sources.**
* **Maintaining Attrition reports**
* **Maintaining Performance management reports**
* **Maintaining Employees master data base**

**Present Assignment – resigned on 26-09-2018**

**Running NSDL Pan Centre from January 2018 to Till Date**

**Worked as HR Consultant for Datanotic International, Terrain Infotech, A3 Tech Solutions, Agniprava Educational Foundation, Sri Sankara Institute SOf Engineering & Technology, Saisha International Corporate University.[June 2016 to Dec 2017]**

**Education**

* **MBA (with HRD) From DR.C.V.RAMAN University - Jun 2011.**
* **B.B.A (General) From University of Madras - May 2002.**
* **Diploma in E Commerce and Web Programming From SSI - 2002**
* **Diploma in Cargo Management From IAA – Nov 2000**
* **Diploma in International Airlines& Travel Management From IAA – November 1999**
* **Higher Secondary From Government of Tamilnadu- March 1998**

**Personal Details**

**Father Name: Late H.Munavar Basha**

**Date of Birth: 08/02/1980**

**Marital Status: Married**

**Blood Group: O+ve**

**Languages Known: English, Tamil, Urdu and Hindi**

**Passport Number: H4634462**

**Permanent Address: Plot no 39, Sivagami Nagar, 3rd cross street, Medavakkam, Chennai – 600100. India**