

Seeking middle level positions in Education Industry of high repute

CAREER PROFILE	EDUCATION
<ul style="list-style-type: none"> <li>◆ A competent individual MBA (HR &amp; Marketing) from “Holy Grace Academy of Management Studies”, Kerela.</li> <li>◆ Acquired knowledge of new methods, technology &amp; industry trends while undertaking projects.</li> <li>◆ Proficient in grasping new technical concepts and utilizing them in an effective manner</li> <li>◆ Resourceful thinker, leader and communicator in fast-paced quality/engineering environment.</li> </ul>	<p>Qualified UGC NET in the year 2017</p> <p>MBA (HR &amp; Marketing) from “Holy Grace Academy Of Management Studies”, Kerela. with 67.55% in 2010</p> <p>B.Sc. from Nawa Kadal, Womens College Srinagar with 61.7% marks in 2007.</p> <p>12<sup>th</sup> from Kothi Bagh, High School, Srinagar in with 73 % 2004.</p> <p>10<sup>th</sup> from Star Land High School, Srinagar (ICSE) with 73% marks in 2002</p>
CERTIFICATION	TRAINING /ACADEMIC PROJECT
<ul style="list-style-type: none"> <li>◆ Certificate Course in Computer Application.</li> <li>◆ Certificate training on SAP B-1, 2007 Version.</li> </ul>	<p><b>Organization :</b> Leedhar Technologies</p> <p><b>Title :</b> Job Satisfaction</p> <p><b>Tenure :</b> March’10-May’10</p> <p><b>Description :</b> The project was executed to conduct survey on The job satisfaction of employees in Leedhar Technologies</p>
	<p><b>Organization :</b> SOS</p> <p><b>Title :</b> Career counseling for the inmates of SOS</p> <p><b>Tenure :</b> August’09-September’09</p> <p><b>Description :</b> To Identify the interest of the candidate and Analyzing their potential and according Counseling them regarding career.</p>
WORK EXPERIENCE	

## Presently:

Working with IITM as Assistant Professor since Oct 2012

Worked with CMC LTD (A TATA ENTERPRISE) from April 2011 to Oct 2012  
As a Hr executive

## Company Profile:

CMC Limited is a leading systems engineering and integration company in India, offering application design, development, testing services and asset-based solutions in niche segments through turnkey projects of national importance. CMC has also been expanding its service presence in international markets offering off-shoring advantages and delivering value through service level-based and project scope-based deliveries. Since its inception on December 26, 1975, CMC has been a frontrunner in providing IT solutions and services. CMC was the first ever enterprise in India to set up a countrywide data network called INDONET - a computer network providing access to major cities in India, way back in 1985. A subsidiary of Tata Consultancy Services Limited ([TCS](#) Ltd), one of the world's leading information technology consulting, services and business process outsourcing organisations, CMC Limited is a part of the US\$70 billion Tata Group, India's best known business conglomerate. Today, CMC Limited, an ISO 9001:2000, certified and CMMI Level V accredited organisation, is positioned as a premier IT solutions provider in the fast growing and competitive IT market. We execute large and complex turnkey projects, and have built, managed and supported our customers' IT systems across the value chain infrastructure, applications and business processes.

**CMC Limited** a Tata Enterprise is a premier information technology company with an all India presence having ISO 9001-2000 certification for its R&D centre & System Integration (NR group). CMC Limited has been conducting computer-training program for

various organizations since 1978. Large and complex project management capabilities since its incorporation in 1975, CMC has an enviable record of successfully building IT solutions for massive and complex infrastructure and market projects.

CMC LTD has been imparting corporate trainings for the renowned leading organizations like Tech Mahindra, HCL Technologies, Tata Consultancy Services & Tata motors and so on. We have already Trained 400 employees of Tech Mahindra & more than 800 employees of HCL under ILP since July 2006.

### **Key Responsibilities:**

#### **Recruitment:**

- ◆ Sourcing profiles on various technologies like JAVA, .Net, Oracle, PHP, Embedded System from job portals, referrals, job posting, and campus drives.
- ◆ Short listing and evaluating candidates by conducting initial screening.
- ◆ Conducting HR interview and final negotiations round with the candidates.
- ◆ Creating offer letters according to company rules and releasing offers.

#### **Joining and Induction:**

- ◆ Inducting new employees about organization background, mission, vision, business verticals, hierarchical structure and various policies.
- ◆ Releasing appointment letters after documentation of individual employees with reference check.
- ◆ Informing IT department to activate new email account.
- ◆ Sending a brief note of employee to all the dignitaries through email.
- ◆ Introducing the newly joined employee to the existing staff

#### **Training & Development:**

- ◆ Providing training to new joiners.
- ◆ Performing Training need analysis for existing employees.
- ◆ Providing training to the existing employees as per need.
- ◆ Arranging technical training if and when necessary for the existing employees.
- ◆ Analysing the training effectiveness.

#### **Time Office Management:**

- ◆ Updating the leave Record of all the employees.
- ◆ Daily reviewing the Attendance Record of the Employees.
- ◆ Reviewing the late coming Report of all on a daily basis and taking suitable action

#### **Compensation Management:**

- ◆ Calculating leaves, half days, leave adjustments, paid leaves.
- ◆ Calculation of individual employee incentives.
- ◆ Helping accounts departments in releasing salaries

#### **Exit Formalities:**

- ◆ Confirm relieving date, notice period and other formalities.
- ◆ Conducting exit interview, get exit form filled.
- ◆ Issue necessary documents- relieving letter/experience letter, salary slips.

#### **Implementing HR policies and procedures:**

- ◆ Leave policy, late working, holiday working.
- ◆ Performance appraisal procedure.
- ◆ Maintaining personnel records.

#### **Employee Retention:**

- ◆ Integrating employees in work situation to improve the quality of work life and job satisfaction.
- ◆ Motivating employees and boosting their morale towards work.

#### **Disciplinary and Grievance procedures:**

- ◆ Initiating disciplinary procedure for misconducts.
- ◆ Handling employee grievances and queries about policies and procedures.

- ◆ Counselling employees for various personal/work/work environment/interpersonal issues to help them resolve the concerns

#### **Administrative Functions:**

- ◆ Taking care of employee files.

#### **Event Management:**

- ◆ Organizing event every month like birthday parties on every months last saturday

#### **Previous:**

Worked with Divine HR Solutions as a **HR Recruiter** from February 2010 to April 2011.

#### **Company Profile:**

DIVINE is a niche Human Resources Consulting , Staffing and Recruitment Firm in IT , TELECOM , Engineering , Infrastructure , REAL ESTATE , MARKETING and Retail

The Company is a global one-stop-shop to meet all HR requirements in terms of providing:

Permanent Placements  
Executive Search  
Outsourcing Employees  
Bulk Recruitment  
Staffing Solutions  
Manpower Training

#### **Key Responsibilities:**

##### **Recruitment and Selection:**

- ◆ Handling the complete life cycle of Recruitment.
- ◆ Identifying the Potential candidates through-Database Search, Job Portals , Cold calling.
- ◆ Screening the potential candidates through telephonic interviews, technical references checks and experience assessments.
- ◆ Short listing & selecting the candidates in the preliminary rounds & Briefing the candidates about the job profile, Salary package, Organization culture etc.
- ◆ Follow up with Client & candidates for interviews, salaries negotiations and joining.

#### **Profiles Handled:**

**Non IT:** BDE , BDM, Marketing Executive, CCE , Accounts Manager, Export Documentation Executive, Import Documentation Executive, SEO, Secretary, Designer's, Accountants, Accounts Manager, Interior decorator, Interior Designer etc.

**IT:** PHP Developer, Java Developer, .net Developer, HTML Developer, Android Developer, Software developer, Project Lead, Main fram Developer, Embedded System Technology Developer.

**Clients Handled:** Reliance Telecom, INVESTOR CLINIC, Kundan Group, Suntech Data Services, Mobile Communication Technologies, Technosys, Magpie, Global Groupware Solutions, Edynamics etc.

#### **TECHNICAL SKILLS**

OS	Windows 2000/XP/VISTA
Others	SAP Business 1, Microsoft office, Tally 9, Internet surfing, SPSS

#### **OVERSEAS VISIT**

- ◆ NeWater Plant, Singapore.
- ◆ MAPLE car Factory, Shanghai, China.
- ◆ Capital Steel, Beijing, China.
- ◆ BIT University, Beijing, China

#### OTHER ACCOLADES

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- ◆ Attended National Seminar on *Corporate Finance and Investors Awareness on Indian Capital Market* organized by Bombay Stock Exchange
- ◆ Seminar on MSME conducted by Entrepreneurship club
- ◆ Industrial visit to Soft Breads, Thrissur, Kerela
- ◆ Industrial Visit to Hindustan Machine Tools, Cochi, Kerela
- ◆ Industrial Visit to Vallarpadam Container Terminal, Cochi, Kerela

#### PERSONAL NICETIES

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- ◆ Languages : English, Hindi, Urdu, Kashmiri. (Arabic read and write only).