|  |  |  |  |
| --- | --- | --- | --- |
|  | **Raj** B.E., PGMED, MBA (UK)  [ Human Resources Professional – 4+ Years] |  |  |
| E-Mail: raj.bemba@hotmail.com  Phone: +91 96290 33669 | |

**Professional Profile**

Accomplished Senior HR Executive with extensive experience and consummate achievements building multiple best-in class organizations. A savvy team leader skilled in attracting the most qualified employees and matching them to jobs for which they are well suited. Pivotal contributor to senior operating and leadership executives, providing HR leadership for multiple acquisitions, from due diligence to conversion. Innovative problem solver, strategic decision maker, strong communicator

|  |  |  |
| --- | --- | --- |
|  Employee Relations (ER) |  Acquisitions |  HR Information Systems (HRIS) |
| * Change Management* | * Recruitment* | * Organizational Development (OD)* |
|  Training & Development |  HR Administration |  Performance Management |

**Career History**

**Mar 2013 – Till Now: Manager, HR Recruitment**

**Agerasys - India**

Responsible for the HR functions, my role involved:

* High Tech Hiring - Recruited all levels of employees (technical programmers, Software Engineer, Management trainee, etc.)
* Performance management - Created and implemented new performance evaluation / merit increase system and management performance bonus plan.
* Experience in Recruitment, Selection Methodologies and Interview Co-Ordinations.
* Joining Formalities: Documents to be collected and appointment letter to be issued.
* Compensation & Benefits: Performs a wide variety of record keeping and payroll processing activities
* HR Management: Handling all employee enquiries & grievances. Escalating issues to Unit Managers.
* Feedback: Provides feedback to the employees & management to maintain a cordial working environment.

**Mar 2012 – Feb 2013: Recruitment Consultant**

**Srish Infotech Limited, UK**

Responsible for the Recruitment, my role involved:

* Working towards targets that may relate to the number of candidates placed, a value to be billed to clients or business leads generated;
* Building relationships with clients;
* Developing a good understanding of client companies, their industry, what they do and their work culture and environment;
* Advertising vacancies appropriately by drafting and placing adverts in a wide range of media, e.g., newspapers, websites, magazines;
* Using social media to advertise positions, attract candidates and build relationships with candidates and employers;
* Headhunting - identifying and approaching suitable candidates who may already be in work;
* Using candidate databases to find the right person for the client’s vacancy;
* Receiving and reviewing applications, managing interviews and creating a shortlist of candidates;
* Requesting references and checking the suitability of applicants before submitting their details to the client;
* Briefing the candidate about the responsibilities, salary and benefits of the job in question;
* Preparing CVs and correspondence to forward to clients in respect of suitable applicants;
* Organising interviews for candidates as requested by the client;
* Informing candidates about the results of their interviews;
* Negotiating pay and salary rates and finalising arrangements between client and candidates;
* Offering advice to both clients and candidates on pay rates, training and career progression;
* Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmes.

**June 2009 – July 2010: Network Support Engineer**

**Newton Technologies, India**

**Nov 2008 – April 2009: Senior Network Engineer**

**Telenet Communications PVT Ltd, Singapore**

**Oct 2007 – Sep 2008: Graduate Engineer Trainee -Network Dept**

**Newton technologies, India**

**Technical Skills**

|  |  |  |
| --- | --- | --- |
|  MS-Word 2003,2007,2013 |  MS -Excel 2003,2007,2013 |  MS-PowerPoint 2003,07,13 |
|  HRMS |  Oracle - PeopleSoft |  Windows 8,7,Vista & XP |

**Educational Qualifications**

**2012: Cardiff Metropolitan University, UK**

MBA

**2007: Anna University, India**

B.E. Electronics and Communication Engineering (73%) – First Class

**Tamilnadu Board of Exams, India**

2003: 12th Grade (81%)

2001: 10th Grade (83%)

**Personal Profile**

|  |  |
| --- | --- |
| Full Name | G.Rajamanickam |
| Date of Birth | 22th June 1986 |
| Father’s Name | M.Gowthama buthar |
| Gender | Male |
| Passport Number | G2134939 |
| Address | 5,Nagappa reddy building,Marathahalli,Bangalore-37 |

***References Available On Request***