**Mini Neb Motor City**

+971527825944 **DUBAI, UAE**

minineb3@gmail.com

# PROFILE SYNOPSIS

Experienced, energetic and result oriented professional with 6 years’ experience in managing the entire gamut of human resources; spearheading as HR Generalist. Proactive professional with comprehensive and strategic understanding of Human Resource Management Systems

# CORE COMPETENCIES

|  |  |
| --- | --- |
| * Talent Management and Acquisition
 | * Onboarding
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| * Training and Development
 | * Employee Engagement
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| * Performance Management
 | * Client relationship management
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| * Attrition and Retention Management
 | * Employee Relations
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**WORK EXPERIENCE**

## Datamatics Global Services Ltd. Mumbai, India

**Senior HR Consultant APR 2021 – Oct 2021**

* Managing clients’ manpower requirement across UAE & India.
* Monitoring & tracking recruitment from requisition to closure for all departments.
* Responsible for the entire recruitment and selection process Joining formalities, On Boarding and Induction of the New Hire
* Worked on various ATS software.
* Coordination with the Stakeholder and Vendor management
* Induction & Orientation
* Conducting various Employee Engagement Program, which includes Fun Friday, learning sessions, rewards & recognition, work life equilibrium and other recreational activities
* Collaborates with company’s external service provider for the employee engagement survey to design material and conduct training sessions for company’s business leaders.

## Orcapod Consulting Services Mumbai, India

**Senior Consultant MAR 2019 – APR 2021**

* Experience of sourcing niche skills like, Business Intelligence – Data Modelling, Data Scientist, Mobility – Mobile Apps, Application Development & Management, Web Developer, Cloud, Angular JS, UX. Telecom-Physical Layer Developer, RAN Test Integration,5G Technology, IBM BPM, MS-CRM Dynamics and vanilla skills like .Net, Full Stack, Java ,Software Engineers, Full stack, .Net, Data Science. ETC Business Intelligence, Java and Java scripts)
* Maintain a database of potential candidates for future
* Sourcing, evaluating, screening, interviewing & short-listing candidates as per requirement through job portals, database and social networking Using advanced search techniques and sourcing skills to identify passive candidates (Boolean, etc)
* Liaising for scheduling interviews and supporting end to end recruiting process
* Experience in market mapping and proving market intelligence from time to time for niche skills

## G.R.I.D Delhi, India

**Senior.HR Executive JUN 2015 - OCT 2018**

* Coordination with Technical panel and understanding their requirements, defining job positions.
* Sourcing, screening best talent through various job portals, social networking sites or else internal reference.
* Advertising vacancies, screening and short listing the resumes based on desired skills and experience.
* Conducting telephone and Personal interviews in coordination with departmental heads.
* Updating and drafting of job descriptions for different profiles for candidates by working with business heads to understand their requirements.
* On Boarding Process & background verification.
* Attrition and Retention Management
* Conducting employee satisfaction surveys.

Employee engagement:

* Defines an overall strategy for employee engagement activities in-line with the organization’s objectives
* Facilitating recognition of employees in line with the Company’s Reward Program and conducting Wellness workshop for employees
* Planned and managed several large-scale employee events to ensure engagement and promote health and wellbeing within the workplace.
* Handle internal communications from design to delivery.
* Managed employee relations and alleviated employee concerns.
* Manage rewards & recognition with the assigned department, which includes, sourcing nominations, running a transparent winner selection process, in-time and as per budget rewards distribution within the department and timely reward announcement and distribution

# EDUCATIONAL QUALIFICATION

* MBA in Human Resource Management from University Institute of Management, Jabalpur India, 2014.
* Masters in chemistry, R.D.V.V University, Jabalpur India, 2009.
* Bachelors in Science from Science and Home Science College, R.V.V.V University, 2007.

 **Certifications**

* Tech Recruiting Foundation: 7 Recruiting for Blockchain
* Human Resources: Leadership and Strategic Impact
* Certified LinkedIn Recruiter
* HR as HR Business Partner

# OTHER INFORMATION

Nationality: Indian Marital Status: Married Visa Status: Spouse Visa

Driving License: India, UAE (Under Process) Age: 34 Years

LinkedIn Profile: <https://www.linkedin.com/in/mini-neb-44322b230/>