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| VINITHA SAMIRAJProfessional Summary To seek a challenging position in a cordial atmosphere, where my skills, application and knowledge can be implemented for the development of the institution and myself and where my abilities result in innovations. Detail oriented contributor with a focus on best in class customer service and creative, innovative solutions. Accomplished leader with a broad skill set and proven track record of leadership, flawless execution and driving results.      **Work History**  Working at Fidelity Investments from the period of June 2014 – Present, Senior Specialist -HR.  Worked as Senior Process Executive from 05/2012 to 04/2014 in Cognizant Technology Solutions  **JOB DESCRIPTION**   * Developing strategies to attract top talent and diverse candidates across levels in the organization * Being accountable for the successful design and delivery of Staffing programs by partnering with various stakeholders and employee resource groups * Identifying organization’s needs and create and implement an efficient talent strategy to improve Staffing and business performance * Closely working with the program management office and the finance teams to understand workforce planning and resource forecasting * Sourcing the best talent by mapping across industries and verticals * Providing insights on latest development in the recruiting market and build implementation plans * Getting often into the details quickly and providing direction to the team and leadership at large on Staffing activities * Working closely with the HR business partners and construct plans to improve output of hiring * Acquiring talent by cost effective means and support the scale and efficiency efforts of the organization * Pushing talent acquisition change programs across both strategic and operations levels * Working across campus and lateral hiring teams to meet organization demand * Working with HR leaders across global locations on various projects and programs  CAREER OBJECTIVE  * Managing highly sensitive information. * Working on HRMS platform (Workday) Site for employees * Supporting Business Units in completing their Data change/update requests on Workday * Providing HR input to the payroll team to process the Full and Final settlement of exited employees * Preparing and issues various employee letters through an employee’s lifecycle with Fidelity (Offer/Appointment letter, Confirmation letter, Full & Final Settlement Letters, Resignation acceptance letters …. etc.) * Providing support during internal & External Audits * Executing initiatives which could be group-specific, vertical or BU specific. * Managing Corporate Social Responsibilities and working with corporate communications * Prominent Person at Fidelity Cares      Education **Valliammal College for Woman (Chennai),** Bachelor of Science (B.Sc.) in Mathematics, 2012  **University of Madras Distance Education,** Masters(M.Sc) in Information Technology, 2015 SKILLS  * Employee relations. ... * Onboarding. ... * Human Resources Information Software (HRIS) ... * Performance management. ... * Teamwork and collaboration. ... * Scheduling. ... * Customer service. ... * Project management. |  | **Contact**  A person smiling for the camera  Description automatically generated with low confidence  Email: **[VinithaSamiraj@gmail.com](mailto:VinithaSamiraj@gmail.com)**  **Phone**: +971 509475622  **Address: Al Furjan, Dubai**    Highlights  **THINKS & WORKS ACROSS FIDELITY**  Formulated business continuity plans across two locations to ensure the integrity of the firm  **INNOVATION** Provides efficiency gains to processes to improve productivity while driving customer focused initiatives to better serve our clients  **CUSTOMER OBSESSED**  Routinely looking for ways to improve, enhance and build upon processes, reduce SLAs, and reduce risk to drive customer satisfaction  **EMPOWERMENT** Open discussion with team members and management to promote greater engagement, increased collaboration, and self-sufficiency  **COACHING & TEAM PLAYER** Coaches new team members, provides cross training, and works as a SME to team members to help all succeed AwArds & achievements  * Received appreciation e-mails from our clients for the quick response * Awarded for the top performer * Achieved outstanding in academics * “You have earned it” Award. * Received the partner’s appreciation “Green Mile” for best customer experience |