



# Sagar Pillai

## Human Resource

Seeking a position to utilize my skills & abilities that offers Professional growth while being resourceful, innovative and flexible. Dependable and self-motivated professional with 3 years of experience in Human Resource. Creative thinker with an ability to manage multiple projects & work simultaneously.

✉ sagarpillai8108@gmail.com

📍 Dubai, United Arab Emirates

🌐 linkedin.com/in/sagar-pillai-42924414a

📞 +971 505420169

📅 23 June, 1999

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## WORK EXPERIENCE

### HR Executive

Fullerton India Credit Company Limited (On-roll of Xpheno Private Limited)

02/2021 - 12/2021

Mumbai, India

#### Achievements/Tasks

- Provided Training & Induction to New Joiners, Onboarding Process & Attendance Management
- Conducted CIBIL and Equifax checks for all the eligible candidates
- Performed back-office transactions in support of HR functions, including Scheduled reports, data entry, data reconciliation, etc.
- worked on employee life cycle management, Like ID Creation, Transfer Process, Leaving / Exit Process.
- Coordination with (ESM) team ensuring Employee ID Cards information is updated and dispatched.
- Data and documents updated in the system for the Pre /Post Hiring Documentation process.
- Worked on Microsoft Outlook, Maintaining MIS Reports
- Screening Candidate CV

### HR Executive

Teamspace Financial Services Pvt Ltd

05/2019 - 01/2021

Mumbai, India

#### Achievements/Tasks

- Talent Acquisition ( Recruitment & Screening Candidate CV)
- Onboarding process of New joiners
- Worked on Background Verifications Requests and Accomplishing Internal Auditing Task
- Conducted Inductions and Trainings
- Releasing Offer letters and Appointment letters
- Microsoft Outlook & MIS Report Maintained
- Payroll & Leaves Management
- Exit & Leaving Process
- Engagement Activities & Budgets
- Calls and Queries handled on Help Desk

## EDUCATION

**Bachelors of Management Studies**  
Mumbai University

08/2016 - 05/2019

Mumbai, India

#### Courses

- Human Resource

## SKILLS

Communication skills

Decision-making skills

Training and developmental skills

Leadership skills

Onboarding

Payroll

Talent acquisition

Teamwork

Administration

Problem Solving

Performance Evaluation Training & Development

## PERSONAL PROJECTS

Internship in Birla Sun Life Insurance  
(05/2018 - 10/2018)

- Learned about various Insurance Products & went on-field to sell the products
- Participated in various organizational activities

## ACHIEVEMENTS

First Prize in Photography (02/2019 - 02/2019)

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Marathi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

## INTERESTS

Writings

Travelling

Sports

[Visa Details: Visit Visa, Valid till March 2022](#)