

## SATHEESH

Mobile :

Email :

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**Seeking Middle Level Assignment in Human Resource management (HRM) With a Growth oriented organization.**

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### **PROFESSIONAL SYNOPSIS**

- ✓ A dynamic professional with **5+ years** of experience in HRM broadly in Recruitment, Performance Appraisal, Compensation, Training and development, Policy Procedures, Employee engagement activates, General Administration and Personnel Management, ISO Auditing and Employee relation.
- ✓ **Currently Associated with Thakkar Group Of companies as Assistant Manager – HR** ( Borivli – West )
- ✓ Proficient in Planning, Strategizing and implementing abilities with demonstrated success in Handling HR Related issues as well as administrative Issues.
- ✓ Expertise in handling HR functions entailing Recruitment, Training, Grievance Issues and managing Vendors.
- ✓ Adept at handling day to day administrative activities in coordination with internal /external departments for smoothen business operations.
- ✓ An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving and organizational ability. Posses flexible and details orientated attitude.

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### **ORGANISATIONAL EXPERIENCE**

<b><u>Tenure</u></b>	<b><u>Company Name</u></b>	<b><u>Designation</u></b>
September' 09 – Till Date	Thakkar Group of Companies	Assistant Manager – HR
April' 08 – December' 08	Wire and Wireless India Ltd. (An Essel Group Company – Zee Network)	Sr. Executive - HR
January' 05 – April' 08	Raffles Solutions Pvt. Ltd. (Thakral Group of Companies)	Executive – HR
January' 04 – December' 04	Perfect Careers Consultancy	Coordinator - HR

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### **CORE COMPETENCIES**

#### ➤ **HR Functions**

##### **Recruitment / Compensation**

- ✓ Coordinating Manpower planning, Recruitment, Induction, Exit Interviews & ensuring culture fit
- ✓ Developing / Introducing new Recruitment Policy as per staffing projections
- ✓ Handling salary negotiation, payroll system and compensation administration
- ✓ Handling Joining Formalities, Inductions, Employee Records and File generation, assigning Employee no.

##### **New System and Policies**

- ✓ Defining Plans, policies and procedures for gather operational efficiency and employee development.
- ✓ Developing / Updating and implementing compensation plans, rewards & recognition scheme, HR policies and communicating them across the organization at all level.
- ✓ Maintaining an employee master data along with their leave travel administration.
- ✓ Counseling / Grievance handling of the employee to maintain healthy work environment and facilitating employee satisfaction, HR survey and community development activities.

#### **Performance Appraisal**

- ✓ Handling Performance Management System and identify scope for enhancing them.
- ✓ Initiated reward recognition program & incentive system and Training and development based on the PMS
- ✓ Identify the talent & enhance them for the benefit of an employee as well as organization

#### **Training and Development**

- ✓ Conducted managerial / technical training to enhance to enhance the managerial and soft skills of the employee

#### **Employee Engagement Activities**

- ✓ Introduced: "**Knowledge-Sharing Forum (K-share)**" - to help employees in increasing their technical knowledge. These interactive forums enable employees to share their technical knowledge with the rest of the teams and it's also a good time out from their regular work schedule. It also acts as a platform to discuss new technologies, thus benefiting both employees and company in many ways.
- ✓ Organize employee events - Birthday Parties, sports and games and family get together etc.
- ✓ Introduced: "**Réflexion**": a platform where the new joiners can interact with the existing employees and get to know each other while having fun.

#### **General Administration**

- ✓ Coordinating with Chartered accountant for tax computation, coordinating with employees to ease the Tax filing process.
- ✓ Coordinating with consultant for all the Shop and Establishment related work.
- ✓ Client Audit Management.

#### **ISO –Auditing:**

- ✓ ISO Contribution- Following the ISO procedures for the quality maintenance
- ✓ Filing the HR-Dept activities as per the ISO documentation to ensure quality work.

#### **Employee Relations:**

- ✓ This role includes maintaining a good relation with all the employees. In case employees are facing some problem, helping them out and counseling them.
- ✓ If employees are finding it difficult to work with their team members finding out what are the reasons and solving them. If it becomes difficult to handle at first level then escalating the matter to next level.

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#### **NOTABLE AVHIEVEMENTS**

- ✓ Received appreciation letter from Management, Clients as well as Employees for day to day interaction and coordination.
- ✓ Successfully completed Shop and Establishment for Raffles Solutions Pvt. Ltd at Mumbai.

- ✓ First Rank Holder in Final Year in College.

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**QUALIFICATIONS**

Pursuing	Masters of Business Administration – HR From ICFAI University - Trichur
2009	Diploma in Business Administration From ICFAI University - Trichur
2005	Masters of Commerce From Mumbai University
2003	Bachelors of Management Studies From Mumbai University

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**PERSONAL DETAILS**

✓	Residential Address	:	
✓	Date Of Birth	:	16 <sup>th</sup> June, 1981
✓	Nationality	:	Indian
✓	Marital Status	:	Married
✓	Languages Known	:	English, Hindi, Gujarati, Marathi, Malayalam

