

Organizational Experience

2014-18

ABC Limited | Location

HR Head - Royal Mine Project

- Spearheading overall HR & CSR functioning at unit level
- Establishing, managing and maintaining canteen, rest rooms, underground offices, accommodation (Hostels, Residential Colony for Staff)
- Providing and managing facilities like staff transportation, executive establishment and unit administration

2012-16

XYZ Company Limited | Location

- Supervised overall operations to ensure smooth operational flow and voluntary retirement of workers
- Spearheaded entire HR, CSR & PR activities

2006-10

ABC LIMITED | LOCATION

- Spearheaded overall Compensation Management, Database Management, HR MIS & Reporting and PMS (Performance Management System)

Education

2008

Post Graduate Diploma in Human Resource Management

Chhatrapati, Pune - 2008

1993

B.A.

abc University, Andhra Pradesh in 1993

TRAINING / SEMINARS

- Attended training on People Management
- Best Industrial Practices

PERSONAL DETAILS

- Date of Birth: November 15, 1968
- Languages Known: English, Hindi & Telugu
- Hobbies: Playing cricket, listening to music and horticulture

Online Weblinks

LinkedIn: XXXXXXX

Twitter: XXXX

Facebook: XXXX

Google+: XXXXX

Seeking an assignment HR & General Administration with an organization of repute

SUMMARY

- Seasoned professional offering vast experience in HR and General Administration
- Currently associated with ABC Limited as HR Head
- Post Graduate Diploma in Human Resource Management from xyz, mumbai/mumbai.
- An enterprising leader with excellent planning, analytical & interpersonal skills and excellent people development acumen
- Takes ownership & process ability to drive changes & initiatives of large scale
- Excellent communicator with abilities to effectively collaborate with the Senior Management and coaching , counseling and mentoring Team members and Line Managers

SIGNATURE SKILLS

HR management	● ● ● ● ● ●
General Administration	● ● ● ● ● ●
Payroll Management	● ● ● ● ● ●
Labour Affairs	● ● ● ● ● ●
CRM	● ● ● ● ● ●

Key Accomplishments

- xyz/mumbai
- xyz/mumbai
- xyz/mumbai
- xyz/mumbai
- xyz/mumbai