Dhasleema Nasreen S

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**To make use of my interpersonal, communication & Management skills to achieve the goals of an organization that focuses on customer satisfaction and customer experience**

**PROFESSIONAL SNAPSHOT**

* An engineering graduate having professional experience in HR & Business Development
* Managing all aspects of employee relations with high expertise in problem solving & mediation
* Employee Engagement & relations
* Expert in end to end hiring & documentation process
* Possess a positive attitude, quick learner, possess skills to work under high pressure & self motivated

**PROFESSIONAL EXPERIENCE**

# Galaxy Infotech Jan - 2021 to till date As Junior Business Analyst Job Responsibilities:

* Generating new business leads by using social platforms & Job Portals
* Understanding of the SDLC phases from requirement gathering to maintenance
* Preparing and developing project documents like Proposal, SOW

# Galaxy Infotech Aug -2018 to May - 2019 As Junior Business Development Executive Job Responsibilities:

* Cold & warm called new potential business opportunities
* Generated new accounts by implementing effective networking & marketing strategies
* Tracked RFP’s & bids to develop new business opportunities
* Generated new sales opportunities through emails and social platforms
* Maintained up-to-date records at all the time
* Developed & implemented innovative business plans & strategies in digital markets

# Valuewing Consultancy (P) Ltd… July 2015 to Apr - 2018 As a Sr. HR Executive

**Job Responsibilities:**

**Talent Acquisition**

* Worked for internal offshore recruitment
* Handled all kinds of hiring such as demand hiring, backup, expansion & forecast hiring
* Source resume from job portals & social media and screen them
* Scheduling & Conducting the interview
* Follow up & maintaining good rapport with the candidates to increase interview turn ups and ensuring the joining ratio

# Joining & Induction

* Preparing & rolling out the offer letter
* Preparing the joining kit for the new joiners
* Collecting & verifying the documents from the new joiners
* Maintaining employee database & personal files

# Separation Management

* Signoff on ‘No Dues’ from the respective managers regarding the resignation & last working day of the employees
* Conducting Exit interviews & Issuing the relieving letter after the approvals
* Coordinating with finance team for full & final sheet & closing the file
* Supporting the employees on EPF claiming & transferring

# HR Initiatives

* Celebrating employee birthdays & sending birthday mails
* Planning & organizing the office celebrations
* Conducting burst out every week
* Motivating team to achieve the target & supporting them

# Leave Management

* Maintaining the attendance of internal & external employees
* Verifying time & leave management for timely and ensure accurate processing of payroll
* Preparing weekly & monthly LMS and Maintaining leave inventory of the employees

# Legal Registers

* Maintain legal registers like attendance register, Leave register & EPF forms
* Support finance team for legal documentation & for statutory compliances

# HR Policies

* Updating & Implementing new HR policies towards leave & employee benefits
* Handling employee grievances & reporting to the management
* Facility management including utility like housekeeping & maintenance of the locations in absence of admin team

# Education:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Board / University** | **Year** | **% & CGPA** |
| **BE(EEE)** | **Anna University** | **2011-2015** | **7.7** |
| **HSC** | **Tamilnadu Stateboard** | **2010-2011** | **87.67** |
| **SSLC** | **Tamilnadu Stateboard** | **2008-2009** | **87.33** |

**Awards & Achievements:**

* Got Valuewing imperative women award-2017
* Got the title ‘Best Talent Acquisition-Internal’ & ‘Best Quality-Hunter’
* Hired about 150 resources for internal team with 2.10 years & reduce the attrition rate

# Declaration:

**I hereby declare that the particulars given above are true & correct to the best of my knowledge & belief**

**Date:**

**Place: Madurai**