**CURRICULUM VITA**

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**S.N.NEHAR**

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**2nd Cross**

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**Bangalore - 32**

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| ***Career Objective*** |

To excel in the field of Recruitment by taking every day as a learning experience for personal and organizational growth.

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| ***Work Experience*** |

Name of the organization : RBD Sarovar Portico (Sarovar Group of Hotels) – **Bangalore**

Designation : HR Manager

Duration : 2017 till 2019

Name of the organization : The Svenska Hotel **– Bangalore**

Designation : HR Manager

Duration : 2016 to2017

Name of the organization : Quality Inn Hotel (Choice Hotels International) –**Bangalore**

Designation : HR Manager

Duration : 2013 to 2015

Name of the organization : A.J.International Hotel - **Bangalore**

Designation : HR Manager

Duration : 2009 to 2013

Name of the Organization : The Leela Palace – **Bangalore**

Designation : Internship cum HR Executive

Duration : 2006 to 2008 ( 2004 to 2006 was pursuing MBA in HR)

Name organization **:** The Duke Retreat Ltd – **Pune (Khandala)**

Designation : GM Secretary & also use to assist HR Department

Duration : 1998– 2002

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| ***Job Profile*** |

1. HR Generalist: Got well-grounded with entire HR processes. Employee compensation study, Executive training & Development, Performance appraisals, Payroll, etc.
2. Organizational structuring, manage the proficient manpower planning, recruitment and staffing.
3. Induction Program design and implementation.
4. Set up all Individual personnel files and maintains related records.
5. Ensuring the employee movement (including transfer and exits) as per process.
6. Maintained management guidelines by preparing, updating and recommending human resource policies and procedures.
7. Develop organization strategies by identifying and researching human resources issues, contributing information, analysis and recommendations to organization strategic thinking and direction, establishing human resources objectives in line with organizational objectives.
8. Maintained a pay plan by conducting periodic pay surveys, scheduling and conducting job evaluations, preparing pay budgets, monitoring and scheduling individual pay actions, recommending, planning, and implementing pay structure revisions.
9. Develop and maintain healthy relation with government &non-government organization.
10. Development of superior work force.
11. Social Security of the work force.
12. Identify new age employees / executives capable of multi-tasking with plans to reduce measurable ratios.
13. Design, implement and co-ordinate the staff welfare activities like Health card. Children Education fund, Health checkup, improving the food quality in cafeteria and facilitate soft loan facility for staff.
14. Employee engagement program (Organizing the group activities like family retreat, monthly conducting the Town hall meetings, departmental retreat, annual day celebration, sports meet, and conduct employee health check up quarterly and conduct internal chef competition)

Note: In town hall meeting (announce the best employee of them month, best groomed employee, Staff birthday cake cutting etc.,)

**Personnel Functions:**

1. Computing Salaries of all the staff.
2. Monitoring Statutory Compliances like PF ESI, PT, Insurance,
3. Update with employment Exchange, Municipal authorities, Police and Fire & Safety Department.
4. Renewal of Licensees.
5. Handel domestic enquiries.
6. Update and maintain staff policies and display on notice boards.
7. Got settled long term pending issues with labour court & PF Office?
8. Supporting HR team when ever assistance required.
9. Monitoring the Time Office activities (Attendance and leave through manual and computerized).
10. Take Disciplinary action for absenteeism, leave overstay and other cases.
11. Issue the charge sheets for Misconduct.
12. As and when required visit government organizations.

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| ***Academic Qualifications*** |

**1) MBA -**  Sikkim Manipal University - 78% - 2006

2) B.Com – Sri Krishanadevaraya University - Anantapur

3) Intermediate - Andhra Pradesh State Intermediate Board

4).Matriculation - Andhra Pradesh Board secondary education

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| ***Technical Qualifications*** |

* Computer Hardware – Short - term Course
* Typing Higher - Speed 45 words per minute

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| ***Computer Proficiency*** |

* Operating system MS – DOS, Windows 98, XP professional, Vista, Windows
* Documentation MS Word
* Spread Sheet MS Excel
* Presentation MS Power Point
* Internet E-mail Web Browsing, Networking
* Software Tally, Microsoft outlook
* Computer Packages **IDS Software, Win HMS Software & ESSL Time**

**Track Software**

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| ***Personal Strengths*** |

* Independent and Productive in my work
* Creative, Open-minded and have good communication skills
* Comprehensive problem solving abilities.
* Learning ability – Desire to acquire new technologies and knowledge.
* Leadership Qualities
* Sense of responsibility
* Time management skills

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| ***Personal Details*** |

Father Name               Mohammed Khasim

Permanent Address Door No. V/105,

Apparao Street

Madanapalle -517325

Chittoor Dist

Andhra Pradesh

Age 22/11/1979

Marital Status Married

Languages                  English, Hindi, Marathi, Telugu, Kannada

**S. N.NEHAR**