 **S A N T H O S H V E E T T I K K A L**

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**HUMAN RESOURCE MANAGEMENT PROFESSIONAL**

A dedicated professional with proficiency in mastering HR situations; highly knowledgeable in a wide variety of professional disciplines targeting challenging assignments in Human Resource Operations , Public relations, Client relations & Management & Recruitment

**PROFILE SUMMARY**



* A dynamic resourceful, hardworking and highly motivated Human resources management professional with Client- Servicing and business development background aspiring for a job in a growth oriented Organization where my recruiting experience and Organizational skills can be used for making a positive contribution in the Human Resource Department by putting in maximum effort.

**CORE COMPETENCIES**



**Human Resource Management**

* Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews
* Supervising staffing, recruitment, induction program, Client relations and management , Performance evaluation and preparing Performance appraisal.
* Maintain good working condition among employees.
* Actively involving Organization’s Strategy Formation
* Motivation of Employees and reduce attrition rate

**Recruitment and Sourcing**

* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements. Sourcing of profiles for various requirements and other related issues.
* Posting Job requirements on leading job portals and screening responses
* Good knowledge of interviewing techniques and phone screening, Ability to draft effective job advertisements.
* Excellent communication and presentation
* Good marketing and interpersonal skills
* Client Management
* Proficient in numeric with good team working skills
* Goal oriented and ability to cope under pressure.
* Capacity to work with diverse team.

**ORGANIZATIONAL EXPERIENCE**



**Manager -Recruitment -Maximus Human Resources Pvt Ltd, Bangalore, India**

**Since Dec-2016**

**Role:**

* Manage and organize end -to-end Recruitment process,
* Handles the tasks of headhunting, identifying and approaching suitable candidates for the right profile
* Drafts advertising vacancies and advertise the same in a wide range of media like website, Social media, Portal
* Prepares resumes, CV and correspondence and forward the same to client to list suitable candidates
* Recruits, selects and schedules interviews with potential employees required for the organization.
* Assists the organization to meet with recruiting goals by providing best recruiting practices
* Performs strategic Planning of the organization by consulting with top executives.
* Sourcing profiles by visiting job portals, candidate referrals, job posting & company database & screening the CVs and conducting HR validation.
* Client relations & Management , engaging candidates by social medias for strengthening my data base



**Regional Manager- (HR Generalist ) IPCA Laboratories Ltd, Cochin, Kerala, ( Feb-15 to July16)**

**Role:**

* Recruitment and selection of team members of all Divisions of Organization in the region .
* Induction, Training and development (on the job) Support to 1st line Managers and executives of state. Performance evaluation and preparing Appraisal of team members.
* Ensure employees welfare and office administration, Organizational Development by strategy formation.
* Ensure core customer relations and handling the customer related issues,
* Support in business development, Organize and sponsor business development activities like Customer meeting, conference, Camps, Patients awareness program.



**Regional Manager- Wallace Pharmaceuticals Pvt Ltd, Calicut, Kerala (** From July 2013 to Feb2015.)

**Role:**

* Recruitment and selection of team members of all Divisions of Organization in theRegion
* Induction, Training and development(on the job) Support to 1st line Managers and executives of state,
* Performance evaluation and preparing Appraisal of team members,
* Ensure employees welfare and office administration. Organizational Development by strategy formation.
* Ensure core customer relations and strengthen my professional network for Organizational growth

**3, Franco-Indian pharmaceuticals Pvt Ltd as Area manager**- (From March 2006 to July 2013.)

**Role :**

* Team leader of executives, Business development in the respective Area by provide the support to executives and give feedback to Regional Manager.
* Preparing business analysis and analyze the market potential and scope of products.
* Performance evaluation, appraisal of team members and Administration.

**4.Cadila Health Care Ltd- as Senior Business Officer** (From April 2001 to march 2006.)

**Role :**

* Business development in the concern territory Customer care.
* Implementation of company strategies, Stockist management

**5**. **Denis Chem. Lab Ltd as Sales Executive** (From Jan 1997 to April 2001).

**Role:**

* Business Development in given Head quarter.
* Implement company Strategies,
* Customer relation and service.

**ACADEMIC DETAILS**



* Post Graduate Diploma in Human Resources management From Pondichery University, Tamil Nadu, India.(March2016)
* Bachelor of Science(Zoology) from Calicut University Kerala.(June1994)
* National Trade certificate from Govt. Industrial training institute, Malampuzha, Kerala, India.(June1996)
* Diploma in computer Application,(Word, Excel, Power point).

**IT SKILLS**



* MS Office: Word, Excel, PowerPoint & Outlook
* Internet and Computer Applications

**CAREER ACHIEVEMENTS**

1. All India Star performer Award in 2004, at Dubai.
2. All India Star performer Award year 2001

**Date of Birth : 27th May 1974**

**Languages Known :** English, Malayalam, Hindi, Tamil

**Address**  : Eva Dale, Vadakkencherry, Palakkad, Kerala, India,

**REFERENCE**

1. **Mr.Deepak Kumar, Deepak Kumar, BDM-South India, Zydus Cadila,**

**Mob:9108932803**

1. **Dr.Sandeep Vijayaraghavan, Plastic surgeon, Amrita Institute of Medical Science,Cochin , Mob: 9447082020**

**DECLARATION**

 I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

Place:

Date:  **V. SANTHOSH**