

Sherine Mary Eldho

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Career Objective

- To associate with a reputed Organization and to gain career move ahead through long efforts and performance regularity.
- To establish myself in the field of Human Resource, management, and to utilize my skills and experience to help the organization achieve its goal.

Academic Credentials

Master of Business Administration (MBA) (2004-2006)

Specialization: **HR-Marketing**

School Of Communication and Management Studies (SCMS), Mahatma Gandhi University, Cochin

Marks Obtained-First class

Bachelor of Business Administration (BBA) (2001-2004)

Baselios Poulouse II Catholicos College, Mahatma Gandhi University, Cochin

Marks Obtained- First class

Professional Profile

- MBA graduate with 4+ years of hands on corporate experience in HR in retail industry.
- Held responsible for Recruitment activities pan India
- Good communication, interpersonal and people management skills

Entrepreneurship(2016-till date)

Running home baking business. An online cake shop, named Bake Lady for the past 3 years.

Organizational Experience

April 2010-2012 De Paul IMD HR Officer Cum Faculty(Cochin)

De Paul Institute of management Development is an Education Institution managed by Vincentian Fathers. Headquarters is based out of Angamaly.

- ❖ Handling HR and Administration activities
 - Responsible for recruitment of office staff, faculty members
 - Managing office staff
 - Preparing various reports
 - Handling various correspondence
 - Organizing seminars,events,meetings
 - ❖ Handling Employee Relation
 - Preparation of appointment letters, promotion letters, experience certificate for in house employees
 - Preparation of holiday list ,Maintenance of Employee Database
 - Preparation of leave tracker ,maintaining leave register
 - ❖ Responsible for promotional activities
 - ❖ Course Coordinator for B.com and MBA
- Reporting to the Director

June 2009-Dec 2009 Avenues Manpower Consultants Asst Manager-HR

(Cochin)

Avenues Manpower Consultant is a premier talent search agency in cochin catering to the needs of major corporate and MNC's

Key Responsibilities

Team Management

- Managed a team of 5 members (all MBA's)
- Allocating the requirements to the team members
- Follow up & Constant training and motivation to the team members
- Evaluating the MIS reports prepared by the team and providing necessary guidance
- Educating & training the team on office etiquettes,mail etiquettes, telephone etiquettes, report preparation etc

Recruitment

- Handling the recruitment process for sourcing the best talent from diverse sources after identification of manpower requirements for clients across India
- Resume screening and short listing candidates according to client specifications
- Checking candidate references
- Managing & maintaining relationships with candidates & clients

- Utilising recruitment aid such as portals, advertisements, references, head hunting, data banks etc in order to aggressively recruit man power for clients
- Organising walk in interviews at the office premises to meet manpower requirements of clients

Performance Evaluation

- Evaluating the performance of the the team
- Suggesting salary increments and profile change in consultation with the Managing director

Employee Relations

- Preparation of offer letters, appointment letters, promotion letters, experience certificate for in house employees
- Preparation of HR Policies, client manual, holiday list for in-house
- Maintenance of Employee Database
- Preparation of leave tracker for computation of salary
- Holding in-house contest for motivating the employees in closing positions

June 2007-Nov 2008 Lifestyle International Pvt Ltd Executive-HR

(Bangalore)

Worked as Corporate HR .Handled Talent Acquisition, Talent Management, Campus Hiring, Internships. Lifestyle international is a retail company under Landmark group, a Dubai based MNC.

Key Responsibilities

Recruitment

- Getting requisition signed and approved by VP-HR, Executive director
- Sourcing profiles through portals, references & Consultants for Junior(Executives),middle (Asst Manager)and senior level positions(Asst vice president,Vice president,Executive director) and closing the positions within the stipulated time
- Screening and short listing suitable candidates for interview
- Conducting HR round ,which include personal interview,Telecon & Video Conferencing
- Lining up the shortlists for final functional round.
- Conducting reference check within 2 working days after selection of candidate

Compensation & Benefits

- Updating the salary fitment sheets as when changes require in consultation with Internal parity checks for all the positions and preparing the fitment sheets
- Getting the fitment sheets approved by VP-HR and Executive Director
- Negotiating with the candidates
- Making offers for the selected candidates & rolling out the offer letter with the Compensation Manager

Orientation and Exit

- Joining Formalities for the new entrants

- Inducting new entrants on the day of joining ,conducting customized and group induction
- Conducting exit interviews for separating employees
- Preparing consolidated exit interview analysis and report at the end of every month.

Organization Structures and Reports

- Preparing & Maintaining the organization structures
- Preparing & Maintaining recruitment MIS & reports pertaining to recruitment & other HR activities.

Campus Hiring

- Analyzing the requirements in all the departments
- Identifying the campus across India,interacting with the concerned
- Recruiting the required numbers
- Allocating the recruits to the respective locations based on requirements
- Arranging for orientation in corporate at the time of joining
- Preparing training schedule for six months and evaluating the same
- Preparation of MIS reports

Performance Appraisal

Involved in the confirmation and performance appraisal process of campus recruits

- Conducting Final evaluation of management trainees
- Benchmarking the salary & deciding upon the increments to be given in consultation with VP-HR
- Getting the final proposal approved by the department heads
- Providing necessary inputs to compensation team to proceed with the confirmation

Training

- Conducting training for campus recruits
- Developing schedules
- Evaluating every stint

May 2006-June 2007 Reliance Retail Executive-Talent Acquisition(HR)

(Bangalore)

Worked as Executive HR for Talent Acquisition team. Reliance retail is a domestic retail chain ,under Dhirubai Ambani group

Key Responsibilities

Talent Acquisition of Frontline staff personnel for Reliance Fresh

- Conducting Screening tests, HR Interviews
- Co-ordinating Interviews for shortlists, scheduling
- Finalization of Offers, location fixation & Offer letter Generation
- Aligning batches for training, joining formalities
- Co-ordinating Joinings and ensuring attendance at training
- Web related & Reference based sourcing for Reliance Retail Roll positions
- Reliance Township Center – Operations & Project Management profile sourcing

Skills

Computer Skills-Ms Office

Language Proficiency

- English-Read, Write, Speak
- Hindi- Read, Write, Speak
- Tamil-Speak
- Kanada-Speak (Beginner)
- Malayalam-Read, Write, Speak

Personal Profile

Sex : Female
Date of Birth : 22-06-1983
Marital Status : Married
Husband's Name : Mr.Eldho K Mathew
Child :Nathaniel, Choice student, Grade 1
Religion & Caste : Christian