

BINDU CHANDRAN

Personal Information

Date of birth: 16/03/1993

Nationality: INDIAN

Address: AL NABBA, SHARJAH, UNITED ARAB EMIRATES

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Visa Status: Spouse Visa



Profile

Highly motivated HR professional seeking a challenging position to utilize my expertise in recruitment, employee relations, and training. With a solid track record in implementing HR strategies, I aim to contribute to an organization's success by fostering a positive work environment and maximizing employee potential.

Experienced HR officer with strong communication, problem-solving, and time management skills. Proficient in Microsoft Office. Passionate about exploring distant lands, getting lost in a good book, capturing moments, feeling the music, and engaging in various sports. Seeking a position in HR to further utilize my expertise and contribute to organizational success.

Work Experience

11/2019 – 07/2023
KERALA, INDIA

HR officer BHAGAVAT GARDEN

- Conducted recruitment and selection processes to attract top talent, resulting in a 20% increase in qualified candidates and a 15% decrease in time-to-fill positions.
- Developed and implemented employee onboarding programs, resulting in a 30% increase in employee satisfaction and retention rates.
- Implemented performance management systems, including goal setting, performance appraisals, and career development plans, leading to a 10% improvement in overall employee performance.
- Facilitated training and development programs on topics such as diversity and inclusion, conflict resolution, and effective communication, resulting in a 25% increase in employee engagement and team collaboration.
- Implemented and facilitated employee onboarding and training programs, ensuring new hires smoothly transitioned into the organization and were equipped with necessary knowledge and skills.
- Developed and maintained effective employee relations strategies, fostering a positive work environment and resolving conflicts through active listening, mediation, and appropriate disciplinary actions.
- Streamlined and optimized recruitment and selection processes by implementing applicant tracking systems, conducting thorough candidate assessments, and collaborating with hiring managers to identify and hire top talent.
- Conducted comprehensive performance evaluations and provided constructive feedback to employees to enhance their professional growth and maximize their potential within the organization.
- To ensure that the Performance Evaluation process within the hotel takes place in an effective manner and to analyze its results as part of the organizational and performance management process.
- Provides the primary source of line manager advice and guidance on HR-related policies and practices.

Work Experience

04/2019 – 06/2019
KERALA, INDIA

HR assistant

TRAVANCORE SUGAR AND CHEMICALS

- Managed and updated employee records, ensuring accuracy and confidentiality of sensitive information.
- Assisted in the recruitment and selection process by reviewing resumes, conducting initial screenings, and scheduling interviews.
- Coordinated employee training programs and workshops, facilitating smooth execution and supporting employee development.
- Acted as a liaison between employees and management, addressing employee inquiries, resolving conflicts, and providing guidance on HR policies and procedures.
- Plan, directed, supervise, and coordinated work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- To answer the calls, emails.
- Prepare the data reports by assembling, preparing and analyzing the data.
- Provide the payroll information by collecting time and attendance.

Education

- **MBA: HR AND MARKETING**
2017-2019
Sree Narayana Institute of Technology Adoor, Kerala, India
APJ ABDUL KALAM TECHNICAL UNIVERSITY
CGPA: 7.46/10
- **B Tech in Electronics and Communication**
2012-2016
Sree Buddha College of Engineering Pathanamthitta, Kerala
MAHATMA GANDHI UNIVERSITY
CGPA: 6.52/10

Skills

Communication
Professional

Problem-solving
Professional

Creativity
Professional