

THASNI HAMEED

Human Resources Professional

Employee Relations / Compliance Management / Event Planning / Background Screening / Project Coordination / Employee Record Keeping / Data Analytics / Team Collaboration / Digital Communication / Time Management / Employee benefits Administration / Expertise in Recruitment / Process Improvement / Data Privacy and Confidentiality

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Human Resources professional with close to 4 years of experience in talent acquisition, employee relations, and organizational development. Adept at executing HR strategies, optimizing processes, and driving efficiency through automation tools such as Power Platform and SharePoint. Strong background in HR operations and policy implementation, contributing to a productive and compliant workplace. My expertise in team management and employee engagement, combined with strong administrative skills, enables me to drive both operational efficiency and organizational growth.

Skills

- | | |
|--------------------------------------|----------------------------------|
| ● Recruitment and Talent Acquisition | ● HR Policy Development |
| ● Employee Relations | ● Performance Management |
| ● Succession Planning | ● Employee Engagement |
| ● Labor Law Compliance | ● HR Strategy Alignment |
| ● Administrative Operations | ● Project Management |
| ● Onboarding and Offboarding | ● Leadership and Team Management |
| ● Workforce Planning | ● Conflict Resolution |
| ● Administrative Skills | |
| ● HR Data Analysis and Reporting | |

Work History

Human Resources Manager

Therefore I'm Cosmetology Clinic

November 2022 - Present

- Manage recruitment and onboarding of skilled professionals for the clinic.
- Implement training programs to enhance employees' technical and customer service skills.
- Oversee salary processing and employee benefits management.
- Ensure the clinic adheres to all relevant legal and regulatory requirements.
- Conduct regular evaluations of employee performance and provide feedback.
- Coordinate staff schedules and ensure proper staffing levels for smooth clinic operations.
- Maintain confidential employee records in compliance with regulations.
- Address and resolve workplace disputes or issues between staff members.
- Ensure the clinic follows health, safety, and hygiene standards for staff and clients.
- Create and implement programs to recognize and reward outstanding performance.
- Develop strategies to improve employee retention and job satisfaction.
- Promote a supportive, inclusive, and motivated workplace culture.
- Ensure compliance with ethical standards and legal obligations related to HR practices.
- Collaborate with clinic management to ensure effective human resource planning and operational efficiency.

Human Resources Manager

ALT-D Technologies LLP, Infopark, Kochi

November 2022 – November 2024

- Led recruitment process, reducing time-to-hire by **25%** and improving the quality of hires by **30%** to meet business objectives.
- Implemented HR strategies and policies, fostering a positive work culture and improving employee satisfaction by **20%**.
- Managed performance evaluations and succession planning, resulting in a **15%** increase in retention of high-potential employees.
- Maintained payroll and benefits for employees in various locations and diminished financial discrepancies through expert program management.

- Ensured compliance with labor laws and internal policies, maintaining a 100% compliance rate and minimizing legal risks.
- Collaborated with senior leadership to align HR functions with business goals, enhancing operational efficiency by streamlining processes.
- Spearheaded employee engagement initiatives, boosting productivity and overall job satisfaction across teams.
- Delivered HR results and KPIs, tracked progress, and made data-driven recommendations for improvement.

Human Resources Assistant

Design Direct UK, United Kingdom (Remote)

January 2022 - November 2022

- Coordinated recruitment and onboarding processes, reducing time-to-hire by **25%** and improving overall hiring efficiency.
- Resolved employee grievances and fostered workplace harmony, leading to a **10%** reduction in employee turnover.
- Facilitated training programs that promote professional growth, increasing skill development and internal promotions by **15%**.
- Oversee office administration, ensuring smooth daily operations, and supporting the management in operational tasks.
- Maintained accurate employee records and managed HR documentation, ensuring compliance with internal and external audits.
- Assist in project management, helping to track progress, allocate resources, and ensure teams are aligned with project timelines.
- Tracked various statistics and kept detailed records to support the human resources department.
- Organized new employee orientation schedules for new hires.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Delivered friendly assistance with new hires throughout the interviewing and hiring process.

Sales and Marketing Executive

Le-phoenix Pvt Ltd, Kerala, India
2019

January 2019 - July

- Conducted comprehensive market research to identify emerging trends and opportunities for business expansion.
- Increased sales revenue by developing and implementing strategic marketing plans.
- Negotiated favorable contract terms with vendors, resulting in reduced costs and improved profit margins for the company.
- Established strong relationships with key clients, resulting in repeat business and increased customer satisfaction.
- Managed sales promotions and marketing strategies on major social media sites.
- Analyzed sales and marketing data for improved strategies.

Cost Estimation Engineer - Practical Trainee

Place Designs, Kerala, India

July 2018 - January 2019

- Created custom templates for estimating software, improving consistency across all team members' work output significantly.
- Reduced project costs by identifying and implementing cost-saving measures in the estimation process.
- Improved accuracy of estimates by conducting thorough research on materials, labor, and equipment costs.
- Assisted project managers in devising cost-effective strategies, ultimately leading to increased profitability.
- Prepared estimates used by management for purposes such as planning, organizing, and scheduling work.

Education

Mahatma Gandhi University at Kerala, India

MBA in Human Resources and Marketing || May 2021

Mahatma Gandhi University at Kerala, India

Bachelor of Technology in Civil Engineering || May 2018

Certifications

- HR Analytics using MS Excel for Human Resource Management
- SAP Human Resources (HR) for Beginners
- HR Recruiter Certification issued by Naukri Gulf
- Naukri Maestro Recruiter

Languages

English



Malayalam



Hindi



Arabic



Software's and Tools Used

- **Microsoft Office Suites** - MS word, Excel, PowerPoint, drive, OneNote, outlook.
- **Applicant Tracking Systems** - Worksuite, Hub staff, ADP Workforce Now, Workable
- **Human Resource Information Systems (HRIS)** - Worksuite, Hubstaff, ADP Workforce Now, Clockify.
- **Project Management Tools** - Jira, Confluence
- **Team Collaboration Tools** - Microsoft Teams, Zoom, Google Meet, Miro, Ideaboardz, Mural, Ideafliip.

Declaration

I hereby declare that the information provided in this resume is true and accurate to the best of my knowledge and belief.

THASNI HAMEED