

# Mandara Gangadhar

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Area of Interest: HR Generalist | Healthcare Recruitment | HR Operations |

## OBJECTIVE

Be an inevitable part of a reputed Organization for Symbiotic growth where I can apply my **Human Resource Management, Human Resource Generalist, Recruitment, Employee Relations, administrative and Healthcare** experience gained with various reputed Organizations with an innovative perspective.

Value addition through **continuous learning** at every given opportunity Enrich the greatest asset of the organization - **Human Resource**.



## STRENGTHS

HR Professional with **7+years'** rich experience  
**Human Resources Management in Healthcare (JCIA).**

## Qualification

**Master's (MBA) in HR & Hospital Management, University of Bangalore- 2019**

**Bachelor's in science, Bangalore University- 2017**

## PROFILE SUMMARY

Recruitment & Selection	Induction & Employee Orientation
Joining & Exit Formalities	Budgeting
Training & Development	Relationship Management
Employee Engagement	License Process

- Expertise in heading the HRM functions with demonstrated leadership qualities; effectuating measures in the operating procedures to optimise resource and manpower utilisation.
- Experienced in analysing existing processes and introducing & managing organisational changes to enhance organizational effectiveness and employee commitment and morale
- Highly effective in implementing policies/annual plans/budgets aimed at ensuring smooth running of operations, execution of administrative tasks & cost reduction.
- Adept at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment
- A self-motivated team player with strong communication, relationship management and problem-solving skills

## CORE COMPETENCIES

### HR Management

- Strategizing the long / short term directions by forecasting the future manpower requirement and designing plans for acquiring requisite skills and competencies
- Steering implementation of recruitment life cycle after sourcing the best talent from diverse backgrounds

### Performance Management

- Effectuating the performance management system
- Managing appraisal process across the levels linked to reward management and career growth
- Undertaking performance appraisal for managers and other work levels

### Training and Development

- Conceptualising & effectuating training & development initiatives for improving employee productivity, building capability and quality enhancement
- Identifying training needs across levels through mapping of skills required for different roles and analysis of the existing level of competencies
- Planning, scheduling and conducting training programmes in consultation with various Departmental Heads and also coordinating in the selection of skilled trainers

## **CAREER TIMELINE**

### **ORGANISATIONAL EXPERIENCE**

#### **December 2022 – Present - HR Generalist – Valiant Clinic & Hospital, Dubai**

##### **Role:**

- Handling end to end recruitment process in Sourcing, Screening, and Scheduling, conducting interviews, Salary negotiations and communications approved manpower request and management requirements.
- 360 recruitment role and sourcing via job board, social media. Ensure all recruitment policies, procedures and forms are adhered.
- Handling on boarding process- preparing offer letters, employment documentation, induction programs etc.
- Perform background verification of selected candidates from the previous employers.
- Process/renew/ Cancel & upgrade Clinicians professional license (DHA) only.
- Conduct employee onboarding paper works and organize training & development schedule.
- Providing support to ensure the organization remains in compliance and implement policies and procedures.
- Respond to overall employee queries, letters.
- Manage employee grievance, disciplinary meetings and/or termination.
- Implement performance appraisal review(probation/Annual) and review the salary structure and benefits of the employees.

#### **June 2021 – September 2022 -Talent Acquisition Specialist – Saudi German Hospital groups.**

##### **Role:**

- Handling for Medical and Non-Medical Recruitment from Sourcing to till on boarding for three branches and clinics (Dubai, Sharjah, Ajman, Jumeriah, Damac and Akoya).
- Candidate approval from HR Head, Finance Head, TL (Job approval form).
- Sources of CV Generation – Job posting in job portals, Professional Networking sites, Reference, Headhunting on Calls,
- Sourcing CV – LinkedIn, Naukri gulf, Hospital Website, Recruiting on Calls.
- Responsible for identifying talent that meets the specific requirements.
- Maintain and update the database be involved in the complete life cycle of the recruitment Process.
- Develop creative recruiting strategies to attract qualified professionals interested in Opportunities
- Work with hiring managers on recruitment.
- Assisted in the recruiting process, including pre-screening/interviewing candidates, completed pre-screenChecks, interview forms and reference checks, and assisting with orientation documents
- Build networks to find qualified passive candidates.

#### **February 2020 to February 2021 - Executive HR - GCIT, UAE**

### **Personal**

Date of Birth	02-February-1996
Nationality	Indian
Marital Status	Single
Visa Status	Employment Visa