

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
Joining & Exit Formalities
Training & Development
Employee Engagement

Induction & Employee Orientation
Budgeting
Relationship Management
License Process

- **Recruitment and Staffing:** Lead the recruitment process for faculty and staff, ensuring alignment with our institution's standards and DHA requirements.
- **Training and Development:** Develop and implement training programs that align with the institution's goals and DHA requirements. Foster professional growth and development among faculty and staff.
- **Performance Management:** Conduct regular performance evaluations, providing constructive feedback and devising development plans.
- **Employee Relations:** Serve as a liaison between the staff and management, addressing inquiries and resolving conflicts.
- **Policy Development:** Collaborate in the development and updating of HR policies and procedures, ensuring they are compliant with DHA guidelines.
- **DHA Documentation and Compliance:** Oversee the preparation and submission of DHA documentation for faculty and staff. Ensure compliance with all DHA regulations and standards.
- Expertise in heading the HRM functions with demonstrated leadership qualities; effectuating measures in the operating procedures to optimize resource and manpower utilization.
- 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.
- Expertise in heading the HRM functions with demonstrated leadership qualities; effectuating measures in the operating procedures to optimise resource and manpower utilisation.

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 – February 2024 - HR Generalist – Valiant Healthcare, City Walk Dubai

- 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.
- 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.
- 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.

- 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
- Assisted in the recruiting process, including pre-screening/interviewing candidates, completed pre-screenChecks, interview forms and reference checks, and assisting with orientation documents

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

January 2017 to December 2019- HR/Recruitment Coordinator- Sai Ram clinics & Hospital- India

Personal

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