



SANEESH NALLAKANDY

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**Professional
Summary**

Three Companies, 19 Plus years of experience in Business Development, After Market Sales/Marketing, Human Resources & Administration in Industries like General Trading & Contracting , HealthCare Education University & Automobile Commercial Vehicles. Expertise in Business Development, Sales & Marketing, Core HR & Administration functions and in Supportive Operation roles for After Market Sales & Building Customer Relationships.

- Certified ISO 9000:2000 series Auditor from Quality and Environmental Development Co ltd.
- Developing new customers and retention.
- Assist in the coordination and implementation of marketing strategies, and delegate tasks to achieve strategic goals.
- Expertise in Talent Acquisition & People Development, PMS and HR Operations.
- Domain knowledge in Payroll Software and Audit Process.
- Exposure in liaising with various government organizations and agencies.
- Played a major role in Team Building and Employee Engagement Programs.
- CR Management and Grievance handling process for After Market.
- Management Representative for Internal Audits for ISO Certifications.

Skills

HRM Knowledge and Expertise.
 Administration of Policies, Programmes & Practices.
 Good communication and Facilitator.
 Experience of working in matrix structures and virtual teams.
 Negotiation skills.

Analytical skills and demonstrated ability to solve problems quickly and creatively.
 Discretion and Ethics.
 Empathy and Compassion.
 Training & Coaching.
 Proven ability to plan and manage resources

Work History

Presently working as Manager@ Bahrain since May 2022 in a startup company Innovazia Technologies, which is into ICT products and General trading for industries.

- Manage proposal response process, including detailed RFQ requirements and inputs from various sources.
- Take a lead role in developing new-business proposals & Opportunities.
- Organize and coordinate office administration and procedures.
- Arranging business development meetings with prospective clients & identification of suppliers.
- Identifying emerging markets to find new sales opportunities.
- Directing and coordinating all sales activities
- Keep records of sales, revenue, invoices etc.
- Developing and maintaining relationships with key clients.

02/2018 – 03/2022

Manager Human Resources & Administration

Vista Driveline Motors Pvt Ltd- A Volvo Bus Dealership, Bengaluru , India

- Building relationships with the business leaders and managers in the organisation.
- To Provide full range of human resources support and advice to the respective functions within Business.
- Active participation in the design of the HR Strategic Business Plan and manage the execution of the plan
- Participate in functional management meetings to understand the business strategy and needs.
- Management Representative for Internal Audits.
- Co-design and support in driving Talent Management initiatives such as new performance approach, career path, talent review, talent development. Programs etc.
- Support and guide managers in the compensation planning exercise.
- Support staffing initiatives of the business by working closely with hiring managers and recruitment team.
- Work in partnership with other departments to drive business needs and propose solutions/interventions.
- Coach managers to resolve employee issues. Conduct effective, thorough and objective investigations where needed.
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Support Managers and stakeholders on business unit restructures, workforce planning and succession planning.
- Work with managers to identify training needs and individual executive coaching needs.
- A sense of urgency to drive results and enable an environment of shared responsibility.
- Facilitated on boarding sessions and on-the-job training for new hires, bolstering employee job position knowledge and skill set.
- Streamlined HR efficiencies, coordinated new hire orientations and provided on boarding and training for new employees.
- Developed succession plans and promotion paths for all staff.
- Liaised between multiple business divisions to improve communications.
- Educated management on successful policy implementation and enforcement actions to prevent employee legal entanglements.
- Structured compensation and benefits according to market conditions and budget demands.
- Maintained company compliance with all local, state and federal laws, in addition to

establishing organizational standards.

- Streamlined complaint response management by providing guidance on policies and ensuring appropriate and accurate investigation processes.
- Directed job fairs to bring in local talent for long term and seasonal positions.
- Boosted customer satisfaction ratings by resolving issues for speedy resolution.
- To Support in CR Management and Customer Grievance handling process.

04/2008 - 01/2018

Manager Human Resources & Administration

Lathangi Group of Companies -A Volvo CE & Bus Dealership, Bengaluru , India

- Organization Development.
- Performance Management and Improvement systems. (KRA,KPI & PMS)
- Policy development and documentation.
- Analyzing statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Recruiting and staffing.
- Employment and compliance to regulatory concerns.
- Forecast future staffing and organizational needs and developed new programs to attract and retain staff.
- Employee orientation and induction.
- Development and training- Analyzing training needs to design employee development and health and safety programs.
- Maintained records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism.
- Compensation and benefits administration.
- Timely payroll processing to ensure that payments are made in time.
- Employee relations and engagement.
- Company-wide committee facilitation.
- Company employee and community communication.
- Employee safety, welfare, wellness and health; charitable giving, and employee services and counseling.
- All Statutory compliance.
- Conducting exit interviews to identify reasons for employee separation.

03/2005 - 11/2007

Human Resources Manager

Yenepoya University-HealthCare Education and Teaching Hospital , Mangalore, India

- Plan, organize and control all activities of the department.
- Check periodically correctness of leave records maintained by team members.
- Supervise the recruitment and selection process effectively.
- Preparation of annual manpower budget.
- Co-ordination with HODs to identify Training needs in the beginning of every year for the Teaching and Non Teaching staff of Medical, Dental, Nursing & Physiotherapy Colleges.
- Timely payroll processing to ensure that payments are made in time.
- Timely administration of annual increments, promotions and special revisions.
- Initiates and follows up on timely implementation of approved policies and programmes for setting goals and monitor performance evaluation program.
- Compiles data and ensure accurate and timely submission of reports to management, MCI, DCI, INC, IPA and Nursing Board.
- Works out appropriate salary fitment for selected candidates and preparation of offer letter.
- Administer various employee benefit programs.
- Ensure completion of all formalities such as NOC, exist interview and full and final settlement in case of employee separations.

- Coordination with other administrative departments.
- Perform other tasks as needed by the management.
- Internal Auditor.

02/2003 - 03/2005

Assistant Manager Human Resources

Yenepoya University-HealthCare Education and Teaching Hospital, Mangalore, India

- Check accuracy of attendance data/pay roll data by preparing re-consolidations statement compared with previous months data.
- Ensure that all personnel records are maintained properly in personal files of employees.
- Ensure that appointment letters and agreement are issued to the candidate on the first day of joining.
- Plans induction of newly appointed employees.
- Co-ordinates with HR team members to ensure all new employees formalities are done.
- Conduct voluntary exit interviews with employees to determine reasons for separation and gather information about attitudes concerning employment experience.
- Assists departments in hiring process development and administration. Provides suggested questions and processes.
- Conduct reference and credential checks on candidates and provide orientation for new employee.
- Perform other tasks as needed by the team members and the organization.

08/2002 - 01/2003

Senior Grade Office Assistant-HR

Yenepoya University-HealthCare Education and Teaching Hospital, Mangalore, India

- Daily updating of leave, C.off, O.D, shift changes etc in the attendance system in case all employees and daily monitoring of attendance of apprentices/temporary staff.
- Maintenance of all records and preparation of monthly attendance data for processing salaries.
- Updating of new employee information and old employee changes in the payroll master.
- Maintains Data Bank of potential candidates for future needs.
- Preparation of call letter/interview call letters and scheduling of interview in co-ordination with all concerned.
- Assisted seniors in hiring procedures, screening of candidates, coordinating interviews.
- Perform other tasks as needed by the team and organization.

02/2002 - 08/2002

Trainee HR

Yenepoya University-HealthCare Education and Teaching Hospital, Mangalore, India

- As of a learner in the department and to study the working system in the HR functions at College and Hospital departments.
- Coordinating with departmental staff in the day to day functions.

Education

02/2002 **MBA Course, Human Resources & Marketing, DSCMIT, Bangalore**

07/1998 **Bachelor of Commerce, Commerce, Calicut University , Sir Syed College, Kannur**

- Member of College NSS Unit.
- Elected to General Captain for Sports and Games.

Workshops and Training

- Quality and Environmental Development Co, Ltd—ISO 9000:2000 Series Auditor/Lead Auditor Training course-Aug 2006.
- National workshop on HRD: New paradigms and directions. Mar 2006 by Mangalore University.
- Workshop on Relationship Management between employer and employee and its implications. Feb 2007 by FMCH.
- HR Workshop conducted by VOLVO India Pvt Ltd on Dec 2010.
- HR Workshop conducted by VOLVO India Pvt Ltd on July 2011.
- In-House Leadership Trainings.
- IMS - Internal Auditors training for ISO 9001, ISO 14001, ISO 45001 from TUV NORD on March 2019.

Additional Information

Projects undertaken during Academics.

- **Project Name: Study on Internal Departmental activities**

Organization: The Western India Plywood's Ltd, Kannur, Kerala.

- **Project Name: Industrial Buying Behavior on Testing Machines**

Organization: Blue Star Ltd, Bangalore.

Personal Profile

Language Proficiency : English, Hindi, Malayalam, Tamil & Kannada.

Date & Place of birth : **22 February 1977, Kannur (Kerala, India)**

Bahrain License : Yes

Marital Status : Married