

# Pratiksha Rane Rasam – Human Resources

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Nationality: Indian

Visa Status: Husband's Sponsorship – Dubai, UAE

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## Professional Summary

An expert HR executive with proven expertise in implementing involve managing activities such as job design, recruitment & selection (Doctors, Nurses, Paramedic, Technicians), employee relations, performance management, training & development and talent management, Payroll, HR operations, policy and procedure, recruiting and hiring having 4 years hand on experience in Healthcare Industry.

Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.

## Work Experience

**Aster DM Healthcare, Dubai, U.A.E.**  
**(JCI Accredited) – Healthcare Industry**



**HR Consultant** Jan 2021 to June 2021 (Temporary Contract)

- Healthcare Recruitment like Doctors,
- Medical licensing like DHA, MOH & HAAD for doctors..
- Headhunting, Job portals, reference, etc.,
- Develop creative recruiting strategies to attract qualified professionals interested in opportunities.
- Matching qualified candidates to requirements by evaluating, screening, and interviewing the candidates.
- Check for candidate *reference to ensure stated skills and experience authenticity.*

**Saudi German Hospitals, Sharjah, U.A.E.**  
**(JCI Accredited) – Healthcare Industry**



**HR Officer** July 2020 to Sept 2020 (Temporary Contract)

- On boarding, Orientation, Inductions
- Training & Development
- Licensing of Doctors / Nurses / Allied Health MOH/DHA
- Performance Management
- Insurance of Staff / Malpractice Insurance updation
- Disciplinary action & Grievance handling.
- External Training arrangement ( NALS/ PALS/ NRP)
- Internal Training arrangement (ACLS /BLS)
- Maintaining records of Training needs

**Wockhardt Hospitals, India**  
**(NABH / JCI Accredited) – Healthcare Industry**



**India's 5th Largest Healthcare Company with a presence in 20 countries across the world. No. of Employees 2500+**

**HR Generalist** April 2015 to December 2018

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

**Miku Agencies, India**  
**(ISO Certified) – Export Industry**

**Leading exporters of a very wide range of Quality Automotive Components from India. International Market under the brand name KARSONS PARTS.**

**Administrative Officer** July 2011 to February 2013

- Oversees and administers the day-to-day activities of the office which ensure productive and efficient office operation.
- Provides assistance and support to the office in problem solving.
- Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.

## Education

**2014 – 2016**

**Post-Graduation Diplomas in Human Resources** (Part Time)  
(First Class)

Prin. L. N. Welingkar Institute of Management Development & Research (B School), Mumbai, India

**2009 – 2011**

**Master's Degree in Commerce**  
(First Class)

University of Mumbai accredited by NAAC, Mumbai, India

## Achievements and Awards

- Best Employee of the month Jan 2018 at Wockhardt Hospitals
- Retain percentage in Organization has been increased.
- Cut down the budget by proper relocating of employees.

## Professional Skills

- On boarding
- Human Resources Information Software
- Performance management.
- Teamwork and collaboration
- Scheduling
- Customer service
- Project management.
- Worker's Compensation

## Technological Skills

- Social Media Handling
- Human Resources Information Software
- Applicant Tracking Systems
- Strong Grasp of the Microsoft Office Product Suite
- Sound Knowledge of Cloud Technology
- Gamification Skills
- Exposure to Payroll Software
- Mining Online Databases
- Talent Management and L&D Software Management

## Interests

- Travelling and exploring new places
- Reading novels
- Cooking

## Languages

- English, Hindi, Marathi