



SIDDHARTH UNNITHAN

Pursuing GPHR®

MBA

LinkedIn: <https://www.linkedin.com/in/siddharthunnithan25/>

Work Portfolio:

CONNECT WITH ME:

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unnithansiddharth@gmail.com

Pune, India

EXECUTIVE SUMMARY:

Creative, Emotionally Intelligent and a Multi Passionate Individual with a cross border working experience of a little above 5 years starting my professional journey with Business Development to presently working in Human Resources and looking to build my career in the same.

EDUCATION:

Manipal University, Dubai
MBA Operations Management
(2014 - 2016)

Heriot Watt University (U.K.), Dubai
BA Business & Finance (2011-2013)

CERTIFICATIONS:

Pursuing: Global Professional in Human Resources (GPHR)®
(HRCI)

HUMAN RESOURCE MANAGEMENT SKILL SET:

- Recruitment Life Cycle
- Offer Letter Negotiations
- Coaching
- Job Task Analysis
- Talent Development
- MS Office Suite
- Interviewing
- Employee Onboarding
- Diversity & Inclusion
- Contract Negotiations

Content Creation - Free lancing

Pune, India (May 2019 - Present)

- Resume Writing, Resume Consultation

HR Generalist - BizLynx Consultancy Services Pvt. Ltd.

Pune, India (Aug 2019 - Apr 2020)

Reason for Change: Covid Layoff

- Developing and Enhancing Organization Policy & Procedures
- Sourcing, Developing and Evaluation of Orientation and Training Programs for New-Hires
- Conducting Internal Training's on SOP's of our Applicant Tracking System (ATS)
- Conducting the entire Talent Acquisition Process
- Candidate and Client Relationship Management
- Candidate Interview Coaching
- Employee Motivation: Promoting Diversity Training and Cross-Culture Communication
- Encouraging and Organizing Employee Engagement Activities
- Developing and Evaluating Company's Digital Marketing Strategies and Content Creation

HR & Operations Manager - Monitor Business Consultancy

Dubai, U.A.E. (Feb 2016 - Jan 2019)

Reason for Change: Career Stagnancy and Re-location

- Initialization of HR operations within the Company
- Employee Contracts and Policy Development
- Organizing Employee Engagement Activities
- Overlook the Logistics operations of the Company.
- Suggesting and Implementing changes in the Company's Warehousing Activities.
- Responsible for regular Stock Audits

Business Development Executive - LP Flex L.L.C.

Dubai, U.A.E. (Sep 2013 - Mar 2014)

Reason for Change: Pursuing Higher Education

- Initiating Product Introduction and Marketing Strategies for our New Product - Polytouch, Germany
- Delivering Internal and External Training Programs focused on Product Implementation
- Single point of contact for Product Sales, Marketing and Market Navigation of Polytouch
- Organizing and Attending Business Exhibitions & Seminars
- Built up and over hauled the Company Profile and Company Presentation



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Psychometric Snapshot:

I am a **Free Thinker, Energetic** and someone who is always open to **Ideas**. I see myself to be a **Caring** and **Compassionate** Individual. Other's see me as **Outgoing, Social** and someone who is always open to new conversations.

ONLINE COURSES:

- Administrative Human Resource Course - Udemy
- Introduction to Individual Skill Management - The State University of New York - Coursera

CORE DRIVERS:



CURIOUS



CONSIDERATE



OUTGOING

LIFE OUTSIDE OFFICE:

Will always remain a Sportsman at Heart:

- Represented various **Semi-Professional and Professional cricket Teams** in India and Dubai
- Would love to end the day with an hour for Badminton or Table Tennis
- Involved in Volunteer activities for **Art of Living Foundation**
- Practice **Meditation and Yoga**
- **Yoga Teacher**: Certified by "The Yoga Institute"
- Fitness Enthusiast
- Painting
- Writing
- Music - Guitar

TEAM SKILLS:

I am primarily interested in the needs and feelings of others. I would like to believe I contribute in building harmony and cohesion among teammates and make sure that conflict is resolved quickly. I always aim at keeping the energy and collaboration alive in the group and build bridges between people

SOFT SKILLS:

- Resilience
- Decision-Making
- Problem Solving

THINGS THAT INSPIRE ME:

- Creativity and Experimentation
- New Experiences and Change
- Helping Others Thrive
- Harmony and Clear Mission
- Connection and Engagement with others
- Collaborations and Working in Teams