



**Name:** Clyde Saldanha  
**E-mail:** [clyde.saldanha3@gmail.com](mailto:clyde.saldanha3@gmail.com)  
**Cell No.** +91-9820691978

**Address:** F-3/ 14, B Wing,  
Mahindra Nagar,  
Malad East,  
Mumbai - 400097

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**Educational Qualifications:**

Year	Qualification	Percentage	University/Board
2007 - 08	Masters in Management Studies (Human Resources) - 2nd Year	65%	Mumbai University
2006-07	Masters in Management Studies - 1st Year	68%	Mumbai University
2004-05	B.M.M.	70%	Mumbai University
2001-02	HSC	73%	Maharashtra Board
1999-00	SSC	68%	Maharashtra Board

## **Work Experience:**

<b>Name of the Company</b>	Emirates
<b>Duration</b>	August 8, 2011 till date
<b>Designation</b>	HR Business Partner Coordinator
<b>Department</b>	Human Resource

## **Work Profile in Brief**

### **Talent Acquisition:**

- Managing the corporate recruitment link for India specific positions.
- End to end recruitment process i.e. sourcing upto selection.
- Setting up of Assessment Centres including the related activities such as written tests, conducting Group Discussions, interviews and finally making job offers based on current salary levels and benchmarking as per industry standards.
- Manage the on-boarding process including coordinating pre-employment health check-ups, verification of Police clearance, joining formalities and conducting inductions for new joiners.

### **Employee Engagement:**

- Conducting various activities and the first point of contact for HR support

### **Disciplinary/Capability Procedures:**

- Support and conduct disciplinary and capability hearings, assisted with investigations as needed.

### **Development Plans and Performance:**

- Support the Business with setting up of development plans, monitoring and evaluating performances.
- Counselling cases on leave and medical issues, and making sure that leave policies are adhered to.
- Follow up on medical cases in terms of documentation and liaising with company doctors for evaluation, especially cases associated with leave implications.
- Liaising with the medical insurers, coordinating the coverage being extended to staff and reviewing insurance settlements to ensure staff get the full benefit.

### **Legal Compliance:**

- Conducting mandatory annual refresher legal compliance courses such as Prevention of Sexual Harassment.
- Managing statutory Labour Law Compliance.

### **Admin Related Functions:**

- Updating HRMS, general queries on policies, medical reimbursements, issuance of appointment letters, confirmation letters, end of service letters and service letters (visa, bank, etc), auditing of supporting documents as submitted to the company.

### **Processing of Leavers:**

- Exit interviews, documentation, absconding follow-ups.

### **EOM (End of month) Reports:**

- MIS, Attrition, Disciplinary and Exit reports

**Name of the Company** Pfizer Limited  
**Duration** November 25, 2008 to February 28, 2011  
Management Trainee (Field HR)  
March 1, 2011 to August 2, 2011  
**Designation** HR Consultant  
**Department** Human Resource

### **Work Profile in Brief**

#### **Talent Acquisition:**

- Sourcing resumes from job sites like Naukri.com, coordinating with various recruitment firms, scheduling and coordinating Video Conference interviews for outstation candidates, making job offers, updating PeopleSoft with new joiner data and conducting inductions for all new field joiners.

#### **Internal Job Postings:**

- Coordinating IJP's (Internal Job Posting) for field colleagues, which attracted over 350 applications from the field.

#### **Legal:**

- Coordinating with advocates from various states with regards to field case hearings, clearing of Advocate invoices and maintaining records of the same.

#### **End of month reports:**

- Generating EOM (End of month) field reports through PeopleSoft for attrition analysis, gender diversity, etc.

#### **Others:**

- Coordinating 360 degree feedback sessions for selected Head Office and Field colleagues.
- Handling of Vendor Payments.

**Name of the Company** 3 Global Services  
**Duration** August 19, 2005 to June 30, 2006  
**Designation** Customer Service Advisor  
**Department** Pay G

### **Work Profile in Brief**

- Providing service to customers calling from the UK and solving their queries.

**Name of the Company** EmmayHR  
**Duration** 3 months  
**Designation** Recruitment Executive  
**Department** Recruitment Dept

### **Work Profile in Brief**

- Sourced candidates from job portals and recruited for companies like Intelenet, 3 Global Services, JP Morgan and Citi Financial.

## **Summer Internship**

<b>Name of the Company</b>	India Infoline
<b>Duration</b>	2 and a half months
<b>Project Title</b>	Campus Recruitment

### **Brief Description about the Project**

Developed a database of the management colleges all over India and also put together a Campus Recruitment Standard Operating Procedure for India Infoline.

## **Winter Internship**

<b>Name of the Company</b>	R K Foodland
<b>Duration</b>	2 months
<b>Project Title</b>	Manpower deployment in warehouse and supply chain management function

### **Brief Description about the Project**

The project involved understanding and defining the process, identifying the gaps in productivity and setting the standards of productivity using time and motion analysis.

## **Extra-curricular Activities**

Participated in Olio – a dramatics event  
Hobbies include watching sports like Cricket, Formula1, Bike Rides

## **Personal Information**

**Date of Birth:** August 3, 1984

**Languages Known:** English, Hindi

**References:** Shall be provided on request