**CURRICULUM VITAE**

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**PETER**

Peter.208228@2freemail.com

Nationality: Indian

Born on: 27th Aug 1987

Marital Status: Married

**Residence VISA:**

Employment (ANC)

Exp: 01-07-2017

**Driving License:**

Indian

**Languages known:** English, Hindi and Malayalam

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**Objective**

 A qualified HR Professional with 5 years of work experience in Human Resource Management encompasses expertise in fields of corporate HR initiatives extending but not limited to HR operations, recruitment, employee relations, retention, Policy development implementation and managing complex situations with professionalism and confidentiality. Ability to provide visionary leadership and lead a large organization to produce breakthrough results.

**Personal Plus**

* Experienced in handling the entire gamut of recruitment processes and systems
* Maintaining systematic records HR database in an effective and efficient manner also handling recruitment reports on weekly/monthly or quarterly basis.
* Enterprising, hard working & technically skilled professional known for accuracy, attention to details & timeliness in managing day to day functions
* Competent in full recruitment life cycle, resource management, Compensation & Benefits, Training/Development, HR Policy and organizational specifications.
* Ability to work hard to meet tough deadlines.

**Core Expertise**

Human Resources Operations | Recruitment & Selection | Employee Relations | Compensations & Benefits | Training & Development | HR Policies & Procedures | Assertive Leadership with Positive thinking | VISA processing

**PROFESSIONAL EXPERIENCE**

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Company : **ANC Holdings L.L.C., Dubai**

Position : **HR Coordinator**

From : April 2015– Till Now

 The **ANC** group started in 1976 with its founding company ANC Contracting, has diversified its strategic business units to focus on Construction, Education, Foods, Valves, Trading, Real Estate, Oil & Gas & Steel. ANC Holdings ensures quality, which is why many of its companies have been awarded the ISO 9001:2008 certificates of compliance.

**HR Responsibilities**

**Recruitment**

* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources, after identification of company’s requirements and for other group companies of ANC. Supporting the Heads of Department through the entire recruitment process.
* Posting job adverts on career portals and liaising with recruitment agencies for mobilization process. Interviewing and assessing prospective applicants (including international, regional and UAE hires), matching them with vacancies at internal requirement
* Conducting preliminary rounds of Interview & short-listing candidates for various entry, middle and senior level positions and facilitating employee selection, negotiating and fixing the Salary and issuing Intent and Appointment letters to shortlisted candidates
* Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements
* Actively involved in preparation of Job Descriptions for all positions under the guidance of Group HR/Admin Manager and respective Dept Heads
* Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
* Prepares the Offer Letters and collects required documents for visa processing

**On Boarding & Induction**

* Establish direct contact with all new employees meeting them and guiding them through their induction and the company’s culture and Rules and Regulation
* Develop and provide formal induction program for all new employees in association with the Group HR/Admin Manager.
* Taking care of employees from joining formalities to their separations, collecting the relevant documents, joining form, opening bank a/c, issuing ID card and background verification, etc.
* Coordinate with IT Administrator and maintain all telephone details / user name password of Systems, software etc. in a proper tabulation and keep in the safe custody for ready reference.

**Performance Management / Workers Evaluation**

* Tracking all employees who have completed probation, providing evaluation forms to the respective line managers, and confirming the status of employment once the reviews have been found positive.
* Coordination of employment status after employees’ probation period.
* Coordination on timely completion of annual performance reviews and workers/labourers performance evaluation.

**VISA / Govt. Relations**

* Coordinating with Govt. relations dept. in order to obtain employment visas for new joiners and ensure timely completion of all formalities is performed i.e. from on-boarding up to residency visa stamping.
* Making arrangements for Medical, Emirates ID application for new joiners and ensure all documents are received for residence visa stamping process and so following up as such.
* Liaise with PRO regarding updates on residency visas, change of visa status

**HR Operations**

* Co-ordinate terminations, repatriations, transfers, staff demobilization, including procedures of visa cancellation, final settlements, flight tickets to point of origin and transportation arrangements to airport.
* Maintaining employee confidence and protects operations by keeping human resource information confidential.
* Ensure alignment of policies and contracts with UAE Govt. Dept. regulations & laws, including Dept of Immigration, Ministry of Labour.
* Provide an effective employee relations service with Management and Staff which will include advising and participating in disciplinary and grievance interviews and resolving conflicts
* Assist the General Manager – Contracting in terms of meeting all recruitment needs, formulating & implementing general HR policies & SOPs.
* Working with management for making policy and procedure in accordance with UAE Labour Law.
* Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices
* Developing proposals and recommendations for improvement of organization's HR policies & procedures.
* Assist in revising and designing the HR policies as and when required
* Responsible for managing employee life cycle for all ANC

**General HR Administration**

* Preparing requested HR related documents by employees such as salary certificates, letter for loans, employment certificate, salary increment, promotion letters, circular, memos, warning letters, termination letters, etc as required.
* Making arrangements for travel, hotel, visas and other various administrative duties for senior management.
* Accountable for maintaining database of employee records i.e. passport copy’s, residence visas copy’s, labour cards, emirates ID, educational documents, medical cards, entry permit, CVs, etc.
* Personal file management system
* Enrolling all new employee & their families (If applicable) with our Medical Insurance providers, Annual air tickets and residence permits.
* Maintaining confidentiality and security of company and employee documents at all times.
* Responsible for providing HR support to all the employees at all locations
* Acting as a single point of contact for the management.
* Coordinating with accounts dept. for payments and reimbursement as per terms and conditions for various requirements.

Company : **Hyundai Consulting & Information, Abu Dhabi**

Project : Braka Nuclear Power Plant Project, UAE

Position : **HR-ADMIN Officer**

From : October 2013– November 2014

**Job Responsibilities**

* Working closely with Hiring Managers to develop position profile and to understand overall needs and requirements.
* Managing the entire recruitment cycle, from vacancy identification to on-boarding and induction of candidates for the UAE, with vacancies ranging from Engineer to Labours and Clerical vacancies to Project Management.
* Sourcing suitable candidates through references, headhunting according to the approved Job Description and taking preliminary round (Telephonic) of Interviews. Submission of shortlisted candidates to respective managers after a thorough screening. Giving a description to hired employees on the policies, procedures and culture followed by the company
* Designing and expanding Training and Development programs based on both the organization’s and the individual's need. Analyzing mandatory Third party Trainings to be given to respective employees and to obtain Certificates on such trades.
* Ensuring that statutory training requirements for all the employees are met.
* Schedule Training and ensure the employees have participated the training on appropriate date/time.
* Maintaining/Updating the salary of the employees according to the attendance records, Over Time and submission to our Payroll department. Obtaining/generating and maintaining the requisite statutory records relating to attendance, overtime and earnings of all workmen at the site. submission of timesheet to the respective manpower companies
* Ensuring that overtime work and its payment are in accordance with the statutory requirements.
* Installing and operating the internal systems of the company in relation to attendance recording, overtime work, wages records, statutory deductions and any other specified matters.
* Arranging, maintaining and rendering medical treatment/first aid forms to workmen of the site if any pain/sickness, wounds, allergies, as and when need arises.
* Liaising with staffs of other department for the provision of Visa to the new hire and cooperate with the organization to make the new hire to arrive this country. Schedule to apply Emirates ID, medical for new hires coordinating with other internal and external departments.

Company : **Xerox, Cochin**

Position : **Payroll Associate**

From : September 2012 – September 2013

**Job Responsibilities**

* Assist for Clients requirement on Payroll, Health and Welfare processing
* Processing Clients Payroll, Health and Welfare were to load the data into clients database server
* Documentation of Procedures, Checklist, SOP’s which would be the improvement of processing.
* Assist in the process of payroll for 10000+ employees biweekly and semi-monthly using the Client administration system.
* Transmit payroll for bi-weekly and semi-monthly payrolls
* Handle all calls as they relate to payroll issues or requests
* Review all manual checks before processing and maintain manual check log
* Perform queries and create reports as required
* Assist with special projects as assigned
* Provide positive support and interaction with co-workers, internal customers and business partners
* Excellent organizational ability required to handle multiple clients payroll and unexpected interruptions
* Ability to meet deadlines and perform effectively under pressure.
* Flexibility in assisting in company needs and requirements where to meet organizational goals.
* Provides feedback to the management to enhance a better and cordial working environment.
* Administers the HR procedures are adhered to.
* Implementation of those necessary activities of Process improvement which leads to effective consumption of time necessarily.

Company : **vZen Technologies, Hyderabad**

Position : Associate Consultant – Recruiter

From : May 2011 – August 2012

**Job Responsibilities**

* Recruitment and selection of candidates. The focus being on understanding the Company's requirements, culture, strengths and providing right fit candidates within deadlines.
* Designing job and competency requirements for various roles in the organization.
* Sourcing the accurate profiles through portals, headhunting, mapping, and referencing etc. Providing the right kind of people who can add impetus to an organizations growth plan.
* Screen, shortlist and conduct preliminary interview for relevant candidates.
* Initiating and Coordinating Confirmation calls to the employees.
* On-boarding (Induction) of the associates.
* Updating and Maintaining Master Records of Closure Reports, Consolidated Tracker, Requirement Data’s.
* Maintaining Personal Files of associates.
* Conduct Secondary Research.
* Follow up with prospective candidates until they complete all rounds of interview.
* Negotiating and finalizing salary for candidates selected.

**Certifications / Trainings Attended:**

* ISO 9001:2015 Awareness training for Quality Management systems held at ANC Holdings
* OHSAS 180001:2007 Awareness training held at ANC Holdings

**FORMAL EDUCATION**

 **MBA HR & Finance** -Mahatma Gandhi University, Kerala, India - 2009-2011

 **BBA** Mahatma Gandhi University, Kerala, India - 2006-2009

 **HSC** Commerce - Higher Secondary Education, Kerala, India - 2003-2005

 **SSLC** Kerala State Board of Education, Kerala, India - 2003

**Computer Skills**

* Certified in Computerized Accounting Software (Tally ERP 9.0, Peachtree, DacEasy, M.S Office)
* Expertise in MS Office (Word, Excel, PowerPoint, Outlook)
* Strong Excel skills in Pivot table, vLookup, and other complex formula knowledge

**Projects Done**

**MBA**

* Employee Motivation at KPL Oil Mills (P) Ltd, Irinjalakuda, Kerala, India
* Organizational Study in KSE Limited, Irinjalakuda, Kerala, India

**BBA**

* Satisfaction Level of Intermediaries of KPL Oil Mills (P) Ltd, Irinjalakuda, Kerala, India
* Social Project conducted in Government Hospital of Poomangalam, Panchayath, Padiyoor, Kerala, India

**Declaration:**

 I do here by declare that the above information given by me is true and correct to the best of my knowledge and belief. I also assure complete dedication & hard work towards the organization if provided an opportunity.

**PETER**