# Overview

Strategic HR:  
• Organization Structure  
• HR Policy Development and Implementation  
• Performance Management  
• Process flows & Narratives  
• Job Descriptions  
• Employee Handbook  
• Recruitment & Staffing  
• Training & Development  
• Creating HR Manual  
• Job Satisfaction Surveys  
• Employee Grievance & Conflict Resolution  
• Employee Engagement  
  
HR Operations  
• On boarding   
• Exit Management  
• Payroll Monitoring  
• HRMS  
• Database Management  
• Leave & Attendance   
• Letter Requests  
• HR Operational tasks



# Professional Experience

## Executive Admin Support*,* Citi Private Bank (Dubai, UAE) Temporary 09/2015 – 06/2016

* Assisting the Investment Counselling Managing Director (Middle East & Saudi Arabia) along with his team in Dubai. Also Assisting a Team of Bankers.
* Complex diary management and organization of: internal and external meetings, including client meetings; senior management functions; and video/conferences calls.
* Regularly assist visiting international executives with scheduling, administration and on-the-ground logistics.
* Screening calls/correspondence/emails, responding where appropriate.
* Coordinating with UK team for lining up interviews for UK, UAE & Middle East.
* Arranging regular global and complex travel itineraries – flights, hotels, cars etc.
* Completion of expense claims and invoice payments.
* Preparing documentation for meetings and conference calls.
* Visa Management: Responsible for Applying/managing/Follow-up all needed travel Visa for visiting staffs.

• Also serving as a Sales coordinator by generating report, preparing PPT / Decks etc.

**HR Executive, Delta Printing Press LLC. (Dubai, UAE) 08/2014 – 11/2014**

* Handled recruitment at all levels sourcing through Naukri Gulf , Bayt , Dubizzle & Vendor & Reference Management.
* Coordinate joining and On-Boarding formalities for new hires, in coordination with PRO and Talent Acquisition Specialist.
* Ensure timely issuing/renewal of work permits and visas by building effective communication and follow up with PRO and employees.
* Prepare Payroll check list for tracking employee’s assignment, work permit and payroll changes.
* Preparing Monthly HR reports of employee data including but not limited to active, ex-employees, transfers, overtime statistics and Summary of HR Metrics for Group Companies by utilizing Oracle system for HR and Payroll data management (3000 employees’ headcount).
* Prepare Employment Contracts and amendments; prepare or obtain from the employees other HR forms as per HR documentation requirements.
* To ensure timely submission of Medical and Life Insurance requirements and effective follow up for medical and life insurance enrollment/ cancellation and renewal in compliance with Group policies ; providing support to the employees with claims and communication with insurance provider where requested.
* To ensure timely preparation of HR letters/ memos as and when requested.
* Manage Personnel files and arranging HR documentation as per requirements.
* Track new employees’ probation period completion; coordinating with Heads Of Departments for obtaining performance evaluation results during employees’ probation and issuing Probation Period Confirmation Letters.
* Coordinate Exit Formalities for ex-employees including but not limited to verification work and documentation handover, return of the companies’ assets, cancellation of IT access is confirmed and documented; coordinating visa cancellations.
* Provide HR administration support to other HR Shared Service Staff where required.

## Assistant Manager - HR, Magic Holidays (Panoramic Group) (Mumbai. India) 08/2012 – 11/2013

* Sole responsible for managing entire recruitments life cycle and Talent acquisition for Western line Venues & branches through Vendors, Portals & reference management.
* Facilitate compensation negotiations, final offers & joining
* Joining and Induction: Design a structured Induction program for all new joiners and responsible for their orientation and induction.
* Attendance
* MIS report & Presentation
* Motivation & Retention - Consulting & handling employee grievances & motivating the employees.
* Involved in employee engagement programme.
* PMS also being a part of the profile.
* Exit interviews: tracking and conveying feedback received during exit interviews for instituting systems to improve employee morale and motivation.

## Senior Executive - HR, Cox and Kings Ltd. (Mumbai, India) 11/2010 – 05/2012

* Responsible for managing & budgeting entire recruitments life cycle and Talent acquisition across PAN India for Franchise Department at all levels.
* Sourcing candidates through head hunting/mapping, references/networking, existing database and job portals.
* Conducting Preliminary Interviews and Screening of Candidates.
* Facilitate compensation negotiations, final offers & joining.
* Responsible for carrying back-end operations like preparing job descriptions, interview schedules, compensations details, offer letters, Vendor management
* MIS report & Presentation for recruitment.

## Senior Executive – HR & Admin, Capricorn Logistics Pvt. Ltd. (Mumbai, India) 07/2008 – 09/2010

* Responsible for managing entire recruitments life cycle and Talent acquisition across PAN India for all levels.
* Set-up Staffing Department in a start-up environment, supervised 6 human resources representatives and 3 Trainees.
* Servicing search and recruitment assignments with several BU's
* Sourcing candidates through head hunting/mapping, references/networking, existing database and job portals.
* Conducting Preliminary Interviews and Screening of Candidates
* Facilitate compensation negotiations, final offers & joining
* Responsible for following pre-defined norms for resourcing - cycle time, placement cost, selection ratio, joining ratio etc.
* Handling Joining formalities followed by induction program
* Educating employees on new policy and procedures of the organization.
* Handling Employee grievances, Employees Relation, Employee engagement.
* Preparing monthly payroll via software’s like PeopleSoft & Paysmart for all staff which started with around 700 employees and subsequently grown to present strength of 1000 employees.
* Support on Financial Policies related to payroll.

**Officer – FMG, Kotak Mahindra Life Insurance(Mumbai, India) 07/2006 – 06/2008**

• Recruitment co-ordination role

• All joining & post joining formalities (complete responsibility).

• Looking after administration of the entire branch by providing support on - workstation, email, computer, visiting cards, etc.

• Employee exit - Clearance forms.



# Education

## B.com Graduate, University of Mumbai 2006 - 2007

## Diploma in HRMS, Welingkars Institute of Management Studies. 2010 – 2011



# Interests

Trekking, Reading mystery novels, staying update with latest news.



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| **Date of Birth** | 3rd April1984 |
| **Marital Status** | Single |
| **Nationality** | Indian |
| **Languages Known** | English, Hindi, Marathi & Konkani |
| **Visa Status** | Visit visa |

References & supporting documentation available upon request