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| knowledge24x24icons Profile Summary | |
| MBA in HRM with 5 years of experience in Recruitment, Performance Appraisal, Manpower Planning, Training & Development, & MIS. Proficient at manpower management and recruitment operations involving resume generation, screening, short-listing, salary negotiation, and so on. Experience in HR generalist affairs, including employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance. Gained exposure in managing the payroll processing function while supporting the designing, implementation and administration of payroll policies and procedures to ensure accurate and timely compliance with statutory obligations. Competent in interacting with multiple stakeholders (globally) in a cross cultural set-up and deliver results on time. Proficient in managing modern HR Systems and deftness in maintaining harmonious employee relations by building strong culture and imbibing values of the organisation. An effective communicator with strong interpersonal, problem solving and analytical skills. | |
| edu24x24icons Education   * MBA in HRM & Marketing from Mahatma Gandhi University, in 2007 * BA in English from Kerala University in 2005 | |
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| core24x24icons Area of Excellence | |
| |  |  |  | | --- | --- | --- | | HR Operations | Recruitment and Staffing | Payroll Management | |  |  |  | | Performance Management | Rewards & Recognition | Training & Development | |  |  |  | | Employee Engagement | Statutory Compliance | Team Management | |  |  |  | | |
| exp24x24icons Work Experience  **Apr’12-Apr’13: Palmon Group, JAFZA**  *HR & Admin Executive*   |  |  | | --- | --- | | **Key Result Areas:**   * Managed end-to-end recruitment process entailing sourcing, screening, short listing candidates and employee reference check; sourced profiles through internal database, job portals and personal references * Scheduled and conducted HR interviews in person and telephonic; identified and determined their technical skills, soft skills & suitability; negotiated salary with selected candidates * Gathered and prepared Visa processing documents, obtained approvals from concerned Heads and shared the requisite documents with them * Prepared and issued employment contract and appointment letters and attained authorized signatory * Conducted induction and orientation for the newly joined employees, issued uniforms and SIM cards and provided necessary documents to Operations Department for DPS Training (for Security Guards) * Booked tickets for respective employees, collected ticket copies and related official documents and updated the vacation details; collected passport back and forwarded the official cards * Interfaced with HR Head, operations and employee for renewal process of Passport & Visa * Developed Clearance & Exit form for the resigned employees and obtained approval from Operations Head * Tracked and maintained attendance related documents and shared with Accounts Department to cross   check the same; coordinated with them to obtain and update monthly advance, loan & other deductions   * Generated payroll through ERP; liaised with the bank for opening salary accounts * Attained approvals from respective departments on the prepared salary for the SPFM staff * Ensured proper up keep of trade license copy and coordinated with the concerned authority for its renewal * Coordinated with various verticals of the organization such as Operations and Purchase Departments * Maintained proper documents for JAFZA & DAFZA Gate pass of SPFM employees; prepared relevant documents for approved loan requests * Worked on performance appraisal and increment letters in coordination with authorized signatory * Assisted management in addressing and resolving employee grievance; tracked and managed JAFZA courier delivery of HR Head   **Highlights:**   * Independently supervised core HR Generalist profile including Recruitment, Performance Appraisal, Manpower Planning, Training & Development, & MIS for the complete group * Ensured employee welfare, safety, wellness and health with active involvement in the development and implementation of policy documents and handbooks for employee reference * Partnered with executive management team to resolve performance issues and provided guidance and interpretation of company policy and employment law * Planned and organized events and fun activities such as team building games for employee engagement and other common celebrations   exp24x24icons Previous Experience  **Jul’09-Nov’11: Indroyal Group,**  *Human Resource Executive*  **Highlights:**   * Managed HR generalist functions for nearly 260 employee * Assisted HR and Recruiting Managers through cold calling candidates, phone screening applicants, attending career fairs, facilitating new hire paperwork and training for new employees * Interviewed and negotiated compensation and closed entry-level roles; conducted ex-employment verification check of employees * Extended significant assistance during payroll and salary administration * Tracked and maintained attendance and leaves related documents * Coordinated with management team for performance evaluation * Participated in statutory measures and exit formalities * Created and maintained employee records in HRIS and handled all the administration activities   **Jan’08-Jun’09: Arouba Technologies Pvt. Ltd.,**  *Human Resource Executive* |  | | **Highlights:**   * Extended support to all the HR functions of the organization; managed HR budgeting * Conducted in various recruitment operations such as recruiting, interviewing, hiring, on-boarding, training and benefit administration * Monitored and evaluated performance, identified training needs and arranged for the same * Engaged in attendance, leave management and exit formalities of employees * Prepared and maintained employee records in Manpower Information System * Recruited professionals on various skills such as Java and .net within the stipulated deadline through campus drives in colleges and other professional institutes * Filled all positions by extensively utilizing innovative recruitment strategies with minimal usage of agencies.   Technical Knowledge   * Extensive knowledge and experience in MS Office, ERP, SPSS and Quick Books   personaldetails24x24icons Personal Details  Date of Birth: 26th October 1984  Languages Known: English, Hindi and Malayalam  Nationality: Indian  Marital Status: Married |  | |  |  | |  |
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