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# SKILLS

An enterprising Human Resources professional with excellent communication and people management skills that have been honed through managing multi-skilled teams. Proven ability to manage multiple tasks while meeting challenging deadlines.

**Operating Systems**: Windows, 7, 10, XP

# EXPERIENCE

**Executive – Human Resources** (Dec, 2013 – Present)

My responsibilities can be broadly classified under HR and Operations, such as ;

Recruitment – Shortlisting candidates per requirement

Orientation & Induction

Onboarding - Track Visa stamping, Emirates ID, Medical, Visa deposit, OK to board, Visa Message, arrival date.

Leaves and attendance management

Timesheet collation and payroll administration

Issuing appointment letters ,offer letters, salary letters & warning letters

Ensure appropriate communication at all staff levels

Exit management - Clearance procedure in the time of visa cancellation( Medical clearance, account clearance, store clearance)

Maintenance of personnel files for 150 employees

Track Trade license renewal (Dubai office, Abudabi office, Sharjah)

Tenancy contract renewal (Office, Store, Sharjah, Camp, Abudabi)

Vehicle renewal & vehicle insurance renewal

Collation of documents and processing of Medical Insurance, Bank A/c, etc.

**Future Value Retail Ltd (*Big Bazaar*),**

**Executive – Human Resources** ( Apr, 2011 – 2013)

My experience at Big Bazaar has been enriching - a lauch pad for enabling me to learn the diferent facets of HR. Responsible for a whole store, with a head count of 250 staff

Executing the entire gamut of task in recruitment encompassing sourcing, screening, short listing, selection and appointment

Managing welfare measures like employee development plans, resource deployment, etc. to enhance motivation levels

On boarding & Induction

Salary processing for 250 employees, 10 casual labour & outsourced staff

Prepare & maintain MIS for the entire outlet to assess the performance.

Identifying training needs across levels while partenering with hiring managers, through mapping of skills required & analysis of existing skill levels

Ensuring prompt resolution of employee grievances and promote cordial relations between staff and management

Conducting Monthly engagement programs for the employees

Processing F&F for the separated employees

Taking care of all statutory requirements of the employees

Organizing social welfare awareness campaign for the employees

Conducting exit interview and exit formalities

# EDUCATION

**Masters in Social Work (MSW) in Human Resources** from MCC (Madras University), Chennai, India in 2011

**Bachelor of social work** from MCC (Madras University), Chennai, India in 2009

**Academic Achievements**

Participated in International conference on Corporate social responsibility

Headed the Industrial Visit-Yatra’10.

Awarded badges in Bharat Scouts& Guides (School level).

# Personal Details

Date of Birth: 23.07.1989

Languages: English, Tamil and Telugu

Marital Status: Married