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**CAREER PRÉCIS**

* **Human Resource Professional/Generalist** with 8+years'of proven track record in transactional and transformational HR Bandwidth by partnering with business leaders to optimize organizational effectiveness within corporate environment with **7000+ employees**.
* Innovative and Proactive problem-solving attitude, Strong communication acumen, Cross cultural/functional awareness, Change orientation, Consulting and ability to exercise integrity and sound judgement in complex and ambiguous situations with a “Roll up your sleeves and get it done” approach that is people-centric, vibrant and marked by high level of energy.

**CORE COMPETENCIES**

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| * Recruitment, Staffing & Retention * Visa procedures as per UAE Labour Law | * UAE Labour Laws / Employee Relations * Programme and Event Management |
| * On-Boarding , Induction & Orientation | * Performance Management System |
| * Employee Development & Training | * HR Policy & Procedures |
| * Payroll, Salary, Benefits & Compensation | * Employee Exit Formalities |
| * HRIS Database Administration & MIS Reports | * General Administration |

**EMPLOYMENT RECITAL**

**Group Human Resources Manager Jan ‘2014- Aug ‘2015**

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**Golden Spring Group** is a group of companies’ dealing in construction contracting, focusing on technical service to oilfield – related engineering & erection work, centres on materials supply to oilfield services including large scale equipment, accessories and related.

* **HR Business Partnering *–*** Partner with business leaders to strategize and align HR development initiatives with overall business strategy. Aligned HR strategy based on best practices & trends in line with the overall Organizational strategies
* **Performance Management / Compensation & Benefits**– Internal Consultant of the PM process and merit increases/salary planning to ensure competitiveness and equity within the organization and industry.
* **HR Projects and Communications** – HR driven initiatives like employee retention, succession planning, Internship program, rework on HR policies, communication on compliance of policies, Code of Ethics, etc.
* **Talent Management** – Lead the Talent Management function, work with management on the designing of the resourcing strategy and implement based on business needs. Adept in recruiting management and technical positions in the most effective manner. Maintain focus on cost savings for the company.
* **Employee Relations** – Ensure compliance in terms of policies and procedures, disciplinary concerns, employee counseling, grievance handling and complex investigations, HR subject expert advice for Managers / employees.
* **Learning & Development** - Induction, in-house training of organization culture, leadership, motivation, and HR systems etc. Facilitate soft skills / technical trainings for employees. Extensive work on skills matrix and training needs analysis and owner of the Training Calendar.

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* **Employee Benefits** -Successfully enhanced Benefit programs such medical & life insurance schemes, annual leave tickets etc.
* **HR Operations** – Spearhead the delivery of end-to-end HR Support and Service to the organization
* **HR Systems and Metrics** –Successfully implemented the new Oracle based HRMS ERP, and Employee Self Service (ESS) at site. Monthly HR reports presentation to Senior Management.

**Group HR Officer Mar ‘2011 - Jul ‘2013**

**Al Khayyat Investments Group** is a Dubai-based family-owned holding company with diverse industry interests. Main business lines of the Group are retail & distribution, contracting, automotive, real estate & education. The vision of the Group is to achieve excellence by investing in latest technologies, development of new product & services, establishing value added acquisitions & expanding its geographic presence as well as increasing market share.

* Collaborate with business leaders to strategize and align HR Development initiatives with overall business strategy.
* Report to the HR Director and spearhead the HR team to ensure delivery of end-to-end HR Support and Service to the company
* Manage policy / procedure related revisions to deploy best practices through its online implementation, reducing queries for managers and supervisors
* Developed and enhanced various Policies/ Procedures
* Delivered significant improvement in Employee Engagement through various HR initiatives.
* Performs other related duties as required and assigned by the HR Director from time to time.

***Projects Handled***

* Restructuring of HR& Administration department.
* Conceptualization, Designing and Implementation of HR Policies & Procedures aligned with the Organizational Values of AKI Group.
* Improvisation and Automation of Recruitment Process.
* Implementation of Performance Management System.
* Preparation of Job Description for Key Roles in AKI Group.
* Design, Draft and execution of the Service Level Agreement (SLA) with the Stakeholders of the Group.
* Developed HR Handbook
* Design & Roll-out of “Meet the Support” Report for the Board & Stakeholders of the Group.

**HR Assistant Jul ‘2008 - Mar ‘2011**

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**Agility Global Logistic** is a global supply chain company, provider of integrated logistics with more than 22,000 employees, and over 550 offices in 100 countries around the world. Agility comprises of three key business groups – Global Integrated Logistics (GIL), Defence and Government Services (DGS) and Investments.

* Responsible for all the pre & post recruitment activities.
* Responsible for updating Job description, Employee Handbook etc.
* Responsible for formulating the Policies & Procedures as per UAE Labour Law.
* Responsible for On-Boarding procedures, Induction & Orientation for new staff**.**
* Responsible for processing the payroll sheet for Agility Logistics by collating and managing the necessary information.
* Monitor, maintain and report the staff attendance.
* Calculate and prepare EOS settlements and HR letters & Memo’s to staff.
* Administer HR related documentation, such as producing offer letters, confirmation/regret letters, contracts of employment, NOC etc.
* Maintain the Oracle HR database ensuring timely and accurate updation of the module.
* Ensuring that employee files are maintained and the necessary documents are obtained and filed as per ISO policies & procedures.
* Coordinate with onboard and new starters and manage the entry & exit procedures for employees.
* Produce HR workforce reports and support management in HR Key Performance Indicators (KPI’s) reporting.
* Assist the HR Manager with any other HR related activities.

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**HR Officer Oct ‘2007 - Apr '2008**

**HR Trainee Jun ‘2006 - Aug ‘2006**

**Larsen & Toubro Private Limited – ECC Division,**

**EDUCATION**

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| **Master of Business Administration (MBA)-** Human Resources **May’ 2007**  Alagappa University,  **Bachelor of Commerce May’ 2004**  Calicut University, |

**ADDITIONAL CERTIFICATION**

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| Foundation course **Diploma in IATA UFTAA** **March’2004** |

**ACHIEVEMENTS**

* Awarded the Certificate of Excellence – Agility Logistics in HR Department.
* Assisted the Management Representative to formulate the procedure for ISO- Agility & AKI Group.
* Won laurels in literary activities in school and college level.

**PERSONAL DOSSIER**

Date of Birth 30-Dec-1983

Gender Female

Marital Status Married

Languages English, Malayalam, Hindi, Tamil.

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