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**HR GENERALIST**

**Experience in : Hospitality / IT Services / Automobile / Construction / Interiors / Shipping / Logistics / Infrastructure / Electricals / Facility Management / Banking / NBFC**

**CAREER OBJECTIVES**

A motivated, results-focused Human Resources professional, seeking an opportunity to utilize my career experience, skills, and education to contribute to employer objectives, profitability, and success with a company offering potential for challenge and growth.

**CORE COMPETENCIES**

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| --- | --- | --- |
| •  Compensation & Benefit Mgt | •  HR - MIS Management | •  Organisational Development |
| •  Vendor Mgt. &Statutory C. | •  Performance Appraisals | • Time & Leave Management |
| •  Recruitment & Selection | •  Learning& Development | • HR Policies & Manuals |
| •  Employee Engagement Activities | •  Employee Relations & Grievances | •  SAP & ERP |
| •  Budgeting | •   Analytics | •  Employee Retention |

**PROFESSIONAL SNAP SHOT**

**Company Name & Location Designation Duration**

**Capital** **Trust Ltd., Manager HR– Pan India**  Dec 2015 - Present

NBFC, Delhi, India

**Fuegoate Systems, Manager HR** Oct 2012 –Nov 2015

IT Services, NCR,India

**Essel Group, EPMS Asst. Manager - HR** Aug 2009 – Oct 2012

(Facility Management) Delhi, India.

**Al Reyami Interiors**  **Generalist – HR**  June 2008 – July 2009

(Commercial Interiors & Construction) (**Middle East-Dubai)**

Dubai, UAE & China.

**Bajaj Group**  **Generalist – HR**  Apr 2006 – May 2008

(Automobile) Delhi, India.

**EDUCATIONAL CREDENTIALS**

PG Degree : **PG Diploma in Business Administration** (Dual Specialization in HR& Finance)

University :Symbiosis, Pune

Degree : **Bachelor of Law (LL.B.)**

University :CCS, UP

Degree : **Bachelor of Computer Application (BCA)**

University :IGNOU, Delhi

**PROFESSIONAL EXPOSURE**

**Operations, Project Co ordination Expertise:**

* + - ​Tracking and publishing Business critical functions review reports, generating and analysing MIS reports.
    - Coordinating with business heads and clients on internal and external matters.
    - Handling corporate communication, sending minutes of meetings and invites, organizing corporate meetings.
    - Conduct periodic business reviews with functional heads.
    - Proficient in MS Word, Excel and PowerPoint
    - Coordination business travel arrangements, passport and visa processing.
    - Reviewing client contracts.
    - Maintaining confidentiality in all business matters.

**Monitoring overall Induction, Joining formalities & Settlement Process:**

* + - Taking Induction Session for the New Senior & Middle level entrants in the Organization, Ensured induction of all employees as per the defined process.
    - Co-ordination with the new entrants, their appointment letters, employment specifications, Corporate salary A/c and other employment registration forms(collecting the relevant documents of previous employment)
    - F&F Settlements of resigned Employees, Complete the same within 5 working days.

**Manpower Planning, Recruitment& Selection Process:**

* Managing Recruitment in Sourcing, Screening, Short listing of Profiles from Job Portals, Scheduling Interviews, Conducting Preliminary rounds, Scheduling Technical interviews with Top Management and HOD's.
* Collecting Feedback from Panel Members, Finalizing the Positions with HOD's, Salary Negotiations and take approvals from the top level management.
* Interview finalization and to keep a track on selected candidates with joining date and updating to the management.

**Payroll Management:**

* Handled & Managed above 3500+ employees Payroll for Multi Countries (INDIA, UAE) with the help of dedicated payroll team in various Payroll HRMS.(SAP& ERP)
* Verify Time & Leave Management for timely and ensure accurate processing of the Monthly Payroll according to the schedule.
* Manage regular preparation of relevant MIS reports, including weekly, monthly, quarterly and year-end reports.
* Manage employee queries with regard to their deductions, settlements and supporting their requirements.
* Manage all planning and implementation of all compensations, benefits, variable pay system related activities including budgeting, benchmarking, salary reviews etc.

**HRIS Management:**

* Maintaining & updating Employee’s Database & personal records, Verify & Process record data of each employee for Gratuity, Mediclaim, Insurance, Visa, Labour Card and Passport details.
* Updating & promoting the Company Policies & Procedures through HRIS System, check for timely updation of Time Management & Leave Management in the System.(SAP)

**Statutory Compliances:** Coordinating with HR Head & Accounts Department

* To ensure minimum wages and rates should implement and provide the vendor staff within specified time frame as per the contract.
* P.F, E.S.I., PT& Gratuity - Calculations, Remittances, Filings - i.e., - Payment Challans, Monthly/Half Yearly/Annual Returns & PF transfer / Settlement forms.
* Ensuring statutory compliance for PAN India, Settling IR issues, liasion with labour, ESIC, PF dept. across to ensure smooth flow of statutory activities.
* Liasioning with Govt. Department officials for various forms submissions and yearly assessment of records, initial registration and renewal of Shops & Establishments Act, Minimum wages act, Contract Labours Act etc…
* Maintaining & verifying all the Statutory Records & Registers under PF, ESI, PT, Gratuity, Shops & Establishment Acts and Contract Labour Act etc…

**Employee Engagement, Reward & Recognition Programs:**

* Enable employee engagement, employee on-boarding and internal communication through line managers and centrally run initiatives.
* Develop and deliver a fully integrated employee engagement activity calendar, Create, Lead & Manage employee forums, company events, manage all communications channels to ensure consistency and relevance.
* Family Day, Ethnic Day, Independence Day, Republic day – flag hosting, Festival celebrations, Birthday &Anniversary celebrations, Picnics, Festival get together, Site picnic etc…
* Outdoor Sports –Cricket, Badminton, Football, Volleyball etc…
* Initiated Long Association Awards, Staff Appreciation Day, send birthday cards to employees’ homes, signed by dean or director, give flowers to an employee at their home or office as a thank you etc…

**Performance Management System (PMS):**

* + Coordinating with self, peer & superior for appraisals, forwarding the Performance Appraisal formats to Employees, Department.
  + Responsible for Defining Jobs, KRA Setting, Mid-Year Reviews, Annual Reviews, Handling all appraisal activities.
  + Collecting the Performance Appraisals feedback &Make appraisal feedback, meeting useful and productive for the organization and the employee.

**Training & Development:**

* Identifying training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments. Designing & developing training programs, monitoring the quality of training of groups with the help of HOD’s and Vendors.
* Conducting Induction Training for new hires, Training Need Analysis based on Skill Gap Analysis, Appraisal Feedback and suggestions, Coordinating External and Internal Training Programs.
* Manage & validate training MIS, Maintaining Training Records, Analysis of Training Feedback, Monitoring and reviewing the progress of trainees through questionnaires and discussions with HOD’s, evaluating training and development programs.

**Employee Relations &Grievance Procedure:**

* Having formal and Informal counselling with employees, Prepared Event Calendar of monthly recreation to motivate employees.
* Taking care of employees Promotions, satisfaction survey, Amenities, Compensation, Increment & Leave, Medical benefits, Recovery of dues, Issuing Show Cause Notice, Taking necessary Disciplinary actions etc…

**Other &General Administration:**

* Vendor’s Billing, Agreements of Clients and vendors (Liaison with Vendors)& Service contractors, AMC Contracts & renewals, Standard Procedure of all the equipment’s and Maintaining of relevant documentation etc..
* Medical and Insurance Claim Processing, Issue of Identity Cards, Medical Cards, Asset Management.
* Coordinate for Hotel & Travel Ticket Booking,
* Arranging of Visiting cards, Letter heads, Stationary procurement& distribution.
* Time and Leave Management.
* To ensure smooth implementation of SOP’s, Mobilization (HR support), Audits.
* Exposure of making and implementation Policies and procedures.

**PERSONAL DOSSIER**

Date of Birth : 02/07/1979

Hobbies : Gymming, Travelling, Reading Books.

Languages Known : English, Hindi.

**ADDITIONAL SKILL**

Computer Literacy: MS office, Internet

**PROFESSIONAL MEMBERSHIP**

• HR Generalist, Trainer Forum, Delhi & UAE, 2005 to Present - Professional member and participating in HR and Training discussion

• Active Member, Passion HR, Cite HR, Delhi& UAE, 2005 - Active Member, sharing knowledge about current trend in HR