

**SUMMARY**

Post Graduate in HR Management with 4.5 years of retail industry experience; focused on acquiring skilled talent and enriching their experience within the organization



**WORK EXPERIENCE**

**January 2015 to Present**

**Position: Talent Acquisition Executive - HR**

**Company: Home Centre (Landmark Group) – Dubai, UAE**

**Achievements**

* Closed 42 management level vacancies which included unique roles of Design Development, Packaging, B2B Sales, L&D
* Captured the challenging concept of Saudization by hiring 9 nationals for varied positions in the KSA Business Unit
* Devised and implemented Home Centre’s Internal Job Posting policy “Career with us”

**Key Responsibilities**

Talent Acquisition

* Reviewing manpower budget on a continual basis to understand current status and accordingly plan for future recruitment
* Creating job descriptions for new positions and revising the existing ones
* Updating vacancies on various job portals (Bayt, Company Careers page, LinkedIn, Naukri Gulf) and monitoring application data
* Liaising with multiple recruitment agencies / consultants for timely closure of vacancies
* Sourcing, screening and shortlisting befitting profiles for management roles at corporate level and retail roles at territory level
* Initiating compensation package discussion, conducting pre-hiring formalities and managing final offer procedure
* Conducting induction programmes specifically tailored to educate new employees about Home Centre business overview
* Administering timely and hassle free completion of legal formalities for new employees (medical, EID, visa stamping, family visa)
* Supporting expatriate employees with acclimatization to UAE culture, lifestyle and mandatory legal requirements

HR Projects

* Developing Employee Engagement Programme – MY SPACE; to improve work environment and work culture
* Currently working on a comprehensive Management Trainee Programme catering to specialization in key business functions
* Preparing for Q4 assignment to formulate Ideal Recruitment Process accommodating Home Centre’s culture and strategy

**January 2014 – December 2014**

**Position: HR Executive**

**Company: Dubai, UAE**

**Achievements**

* Administered multiple HR functions for international brands – Nine West, Skechers, Pretty Fit, Bottega Verde, Glossip Milano
* Recruited 129 employees of 18 different nationalities of which 117 contributed to front end retail sales and 12 formed a part of the management in the Head Office

**Key Responsibilities**

Talent Acquisition

* Understanding brand specific manpower requirement through weekly meetings with senior management team
* Sourcing, interviewing and shortlisting relevant candidates from various resource pools (Naukrigulf, Bayt, LinkedIn, consultants)
* Organizing and conducting open days / walk in interviews in order to achieve maximum fill rate of mass requirement
* Finalizing the package and completing offer stage formalities as per standardized company procedures
* Managing visa application process in coordination with the PR Department
* Conducting HR Training for new employees imparting business overview, product knowledge, and information on work culture
* Preparing job descriptions for vacancies advertised on the company's career page and online job portals

HR Operations Support and Other Activities

* Representing the HR of assigned brands to identify and clarify work place issues, evaluate and implement potential solutions
* Tracking performance details of employees with disciplinary issues and liaising with the Legal team for further course of action
* Formulating standardized HR letters / document templates

**November 2011 – November 2013**

**Position: HR and Retail Operations Coordinator**

**Company: Reliance Footprint (Reliance Retail) – Bangalore, India**

* Assisting HR Executives in sourcing and screening potential candidates for retail store vacancies
* Drafting and structuring the training module for knowledge building in areas of organizational structure, working culture, merchandise mix, brand availability, industry awareness, product knowledge, customer service, selling techniques and other standard operating procedures
* Planning, Scheduling & Organizing induction and product training for regions/cities/stores every quarter
* Week and month based collation, analysis and reporting of staff incentive, loyalty PROGRAM and KPI achievement, sales, inventory and overall performance reports for management review
* Maintaining trackers for brand staff attendance and store staff strength for deductions and salary computation
* Formulation of Reliance Footprint Induction Manual providing insight to the organization’s background and work culture.

Preparing and upgrading SOP manuals for routine activities and processes to be carried at stores

**July 2007 – December 2008**

**Position: Assistant Accountant and Auditor**

**Company: Sundaram Seshan & Associates**



**EDUCATION QUALIFICATION**

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| --- | --- | --- | --- |
| **FACULTY** | **INSTITUTE** | **UNIVERSITY** | **YEAR OF COMPLETION** |
| MS.HR Management | Nottingham Business School | Nottingham Trent University | October 2011 |
|  |  |  |  |
| Bachelor of | SIES College of Commerce & | Mumbai University | March 2010 |
| Commerce | Economics |  |  |
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**KEY PROJECTS**

**Position: Project Consultant**

**Company: BioCity Nottingham, United Kingdom**

* Rebranding and improvising the organization's Intranet portal to facilitate employee friendly applications
* Constructing research instruments such as online questionnaire and semi structured interviews
* Establishing best practices and identifying the potentials of an Intranet portal through extensive research
* Recommendations to the company for areas of improvement and alteration in the existing portal



**EXTRA-CURRICULAR ACTIVITIES**

* Enthusiastic participation in various Employee Engagement initiatives at Home Centre
* Member of Organizing Committee of Apparel Group Staff event 2014
* Organizer and Host for Annual Cultural Activities (regional festival celebration) at Reliance Footprint
* Avid traveler, trained swimmer and Indian classical dancer



**First Name of Application CV No:** **1655742**

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