

Contact HR Consultant for CV No: 312565

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**OBJECTIVE**

Seeking a career opportunity as **Human Resource** in a progressive organization wherein I can apply my skills and experience for mutual growth and enhancement.

**PROFILE SUMMARY**

* 8+ years of experience in Human Resource in UAE, USA & India.
* Professionally qualified with **MBA & MA**
* Solid experience in handling HR functions such as recruitment, training and development, induction, performance management, employee relations & general administration.
* Creative Designer of Work Flow Systems & Policies to eliminate duplication of effort and increase proficiency and productivity of employees.
* Possess demonstrated ability to work effectively and congenially with employees at diverse levels.
* Dynamic HR Professional and capable of working with minimal supervision.
* Adherence to deadlines without sacrificing quality of output.
* Systematic and methodical approach to work.
* Ability to put in extra efforts when called for.
* Prioritization of work and perfect time management.
* Expert in interdepartmental liaison and coordination.
* Professional attitude with excellent communication and interpersonal skills.

**CAREER HISTORY**

**HR Officer, Baker Tilly JFC, Dubai (UAE) [February 2015 – till date] Baker Tilly JFC is an independent member firm of Baker Tilly International United Kingdom which provides Accounting, Auditing and Consulting services to Clients.**

**JOB PROFILE**

* Leading responsibilities as follows but not limited to this
* Involving with MEP, Infrastructure, Building & HQ etc.,
* End to End Recruitment(Recruitment, Staffing, Placing advert, Screening, Selection, Issuing offer/contracts, Policy & Procedure, Employee Benefits frame work, Employee communication etc.,)
* Visa process, Medical insurance coordination, Renewal etc.,
* Retention, Exit interview and Final procedure
* Leave Management & Employee File Management
* Induction & Grievances Handling
* Coordinating employee performance appraisal with the project.
* Project coordination and further planning & arrangements accordingly
* Action plan for future project recruitment.
* Coordinate with Recruitment Agency, if required.
* Managing employee files and updating employee’s records, joining & furnishing report (MIS).

**Achievement: Promoted from HR Assistant to HR Officer**

**Certificate Received: Introduction to Arabic Language,**

**Training Attended**: **Seminar on Employee Relations, UAE Labour Law.**

**HR Coordinator, NORTH EAST UTILITIES, Hartford (USA) [Feb 2012 to May 2014] (Light and Power Company)**

**JOB PROFILE**

* End to End Recruitment
* Attendance/Leave Management
* Prepare Timesheet for generate monthly salary & Coordinate Pay roll.
* Employee File Management(HRMS)
* Arranging meetings.
* Preparing Appointment Letters, Termination and Contracts etc.
* Handling employee’s performance appraisals/promotions.
* Air ticket reserving and Hotel reservations for crew as per the travel plans.
* Maintaining Local Purchase Order (LPO) tracker for every ticket issued.
* Maintaining and validating Crews Safety medical certificates.
* Working on sample CVs for new contracts / tenders.

**ACHIEVEMENT**

* Worked towards the Employee Engagement and achieved a good result.
* Well appreciated for the commitment and rewarded with the cash prize.

**HR Executive**

**APM Wind Energy & Plantation Pvt. Ltd, Chennai, India [April 2011 to Jan 2012]**

**KEY RESPONSIBILITIES:**

* Possess Clear understanding of business, domain and process requirements.
* Conducting the preliminary interviews and scheduling the technical interviews.
* Handling entire HR operation and HR coordination.
* Job allocation to my team.
* Handling general administration (Canteen, Water supply, Housekeeping, Attendance Management and Issuing ID card to new joiners etc)
* Handling MIS and furnish reports to the Management.

**RECRUITMENT:**

* Handling Pre-recruitment, Post recruitment and exit formalities.
* Appraisal, Grievance handling.
* Salary Negotiation.
* Taking care of our branch office HR operation (in Bangalore).

**TRAINING & DEVELOPMENT:**

* Conducting needs analysis, identify skills gaps, define and evaluate training needs.
* Managing training programs & implementing across the company by identifying training requirements & goals across functions.

**INDUCTION:**

* Design and conduct the induction and employee orientation process.
* Administer and explain benefits to the employees.

**PERFORMANCE MANAGEMENT:**

* Goal setting, Performance Management & Appraisal, Career Enhancement System.
* Monitoring all employee performance and conducting performance review.

**EMPLOYEE RELATIONS & ENGAGEMENTS:**

* Ensure Maintenance of amicable Employee – Management relationship by encouraging all employees to voice their opinions through a common platform and by inviting suggestions.

**EXIT FORMALITIES/ATTRITION ANALYSIS:**

* Conduct one-to-one sessions & Exit Interviews with the resigned employees to gauge the cause & attempt to retain them.
* Coordinating full separation process, Feedback to management.
* Develop & maintain monthly & annual attrition analysis.

**ACHIEVEMENTS:**

* Implemented for the first time, the measures to improve Employee Engagement and succeeded fairly in improving the performance of the Employees.
* Played a vital role in reducing the Retention rate.
* Elevated as HR Executive in a six month time.

**HR Assistant– RECRUITMENT [May 2005 to October 2009]**

**APM Wind Energy & Plantation Pvt. Ltd, Chennai, India [May 2005 to April 2009]**

**KEY RESPONSIBILITIES**

* Gathering the requirements from the management / Business Unit.
* Head-Hunting, Sourcing, screening, short listing & scheduling interviewing the candidates as per the Business Unit.
* Conducting the preliminary interviews either telephonically or face to face interviews for assess the candidates as per the requirements.
* Effective way of sourcing profiles from various methods such as Referral/Job Portals (Advertisement, Job Posting, Bulk Mailing)/Internal Database.
* Organize induction program and Provides training to new employees.

**EDUCATIONAL CREDENTIALS**

* **MBA (Master of Business Administration),** Madras University, Tamil Nadu, India.
* **MA** Holy Apostles College, Connecticut, USA.

**SOFTWARE SKILLS**

* MS Office, Outlook and Internet Usage.

**PERSONAL DETAILS**

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| Date of Birth | : | 29th June, 1980. |
| Nationality | : | Indian |
| Sex | : | Male |
| Marital status | : | Married |
| Linguistic Proficiency : | | English, Hindi and Tamil - Read, Write & Speak. |
|  |  | Malayalam - Speak only |
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