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**Email:** [**noor-314549@gulfjobseeker.com**](mailto:noor-314549@gulfjobseeker.com)

Qualified MBA with **7+** years of working experience in Human Resource Management, Recruitment, Administration, Client Support and BPHR.

**Career Objectives:** Looking for a professional human resource position. Coming with extensive knowledge of human resource principles and ability to handle complex problems using outstanding organizational and time management skills.

# Domain Knowledge

End to end recruitment (sourcing to onboarding & Induction), Payroll, Policy development, Creation of SOP, Disciplinary Action, Preparation of Employee Handbook, Business processes development (Recruitment, Payroll & Training) and Training & Management.

# Experience

**Worked for Industries (Group of companies):** Retail, Restaurants, Consultancy, Trading and IT software.

## Initiative & Achievements:

1. Preparing Business process for HR & other department on software & online operational functions.
2. Resolving WPS ban issue from labor.
3. Implementing and smooth functioning of new software (Paylite & Tally)

## HR Manager

**Company: Group of company in Dubai**

**Duration: April 2019 to Present Roles & Responsibilities:**

* Schedule and facilitate smooth new hire on boarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience.

Sourcing candidates from Indeed, LinkedIn, Naukrigulf & Dubizzle. Handling overseas recruitment for IT and restaurants business.



Handling visa processing & monthly payroll.

Build and develop ERP system in relation to Human Resources as required.

Helping PRO in labor work and visiting Tawjeeh center, Tasheel, Amer & Business centers to overcome business & departmental issues.



Maintains the work structure by updating job requirements and job descriptions for all positions. Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.

* Prepares employees for assignments by establishing and conducting orientation and training programs.

* Ensures legal compliance by monitoring and implementing applicable human resource requirements; conducting investigations; maintaining records.

* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures. Maintains human resource records by designing a filing and retrieval system.

* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

* Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.

Contributes to team effort by accomplishing related results as needed. Planning events and team outing for employees.



## HR Generalist

**Company: An Investment Corporation in Dubai**

**Duration: November 2016 to April 2019**

**Roles & Responsibilities:**

* Handling end to end recruitment, on boarding to exit interview. Preparing contracts, letters, ticket booking of employees during joining and exit.

Hands on experience on ERP & Pay lite HRMS tools; optimizing the HRMS system for easy flow of work. Writing up Job descriptions, performance reviews and personnel policies.



Managing payroll functions of leaves, attendance, overtime & under time. And updating beneficiary list for payroll processing.

Preparing Business process for each HR Function.



Raising Local Purchase Request & Local Purchase Order for all administrative & HR functions. Wrote employee manual covering issues including disciplinary procedures, code of conduct and benefits information.



Updating Visa & contract renewal of staff on timely manner. Dealing with employee complaints and grievances.

Engage preparing pay plans, benefits, programs and activities

Lead the human resources in design, planning, development and implementing of key HR initiatives. Work with each section of HR department resource in execution of HR business plan/strategy, embed change into day-to-day working practice and organization culture so as to build a performance- oriented company.

## HR Services – Employee Management Specialist.

**Company: US Multi National -Digital Advertising & Marketing Company in India**

**Duration: June 2012 to August 2016**

Streamline HR process with respect to vertical usage.



Handling end to end recruitment, sourcing online/campus/walkIn

Scheduling and sourcing resources as per requirement of Tech Vertical for first round of interviews. Updating employee details into HRMS system.

Keeping track of leaves and absent through intranet system.

Maintaining individual file according to the batches of joining with respect to probation evaluation, performance, Initiatives, Client management, System handling and QA.

* Preparing employees performance report for one on one based on tech lead review conduct every quarter.

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| **Education** | | |
| MBA in Human Resource Karnataka State Open University  Year: **2013 – 2015** | Bachelors in Science  St. Philomena’s Degree College Year: **2009 - 2012** | St. Marinas English High School  Completion - Year: **2006** |

# Skills

Leadership qualities, Punctual, Self-Starter & Self Motivator. Understanding of Business Requirements and Key Performance Indicators. Understanding and analysis of human behavior.



A team player with Communication, coordination and negotiation skills Building strong bond with clients.

Proficient in working with MS-Excel, MS-PowerPoint and MS-Word.

# Academic Projects undertaken in IT company – Theorem

## Talent Management in IT company

Studying procedures of training & development, recruitment & selection, Human resource planning, etc. Measuring each vertical and sections talent as per the performance and providing trainings for employees or placing them in suitable roles according to the employee capability & qualifications.

## Preparation of HR Policy Manual

Preparing HR Policies like Leave policy, Loan policy, Safety and health policy, etc. with assistance from seniors

# Personal Profile

**Date Of Birth :** 3rd August 1990

**Nationality :** Indian

**Marital Status:** Married

**Languages** : English, Hindi, Kannada