**Geetha**

**Dubai, UAE**

**Email:** **geetha.328042@2freemail.com**

**A competent and highly motivated professional with more than 10 years of outstanding experience seeking a suitable position in HR**

**Skills & Competencies**

* Performance Management system
* Employee Engagement
* Career Development
* HR Systems & Processes
* Employee Relations
* Talent Acquisition
* Strategic HR
* Compensation & Benefits
* Job evaluation & salary structure
* Training & Development

**PROFESSIONAL EXPERIENCE**

**CENTENA GROUP - UAE**

**Assistant Manager – HR 2011 Jan – Dec 2016**

 (Marine Electronics/ Life & Analytical Sciences/ Industrial Automation/Identification & Security/ Educational Training Systems - UAE, Qatar, Oman, Kuwait, Saudi, Singapore & India)

    

**Job Profile**

* Management of the full recruitment process including manpower planning, budgeting, sourcing strategy; interviewing; reference checking; making offers to candidates and delivering induction training.
* Develop and implement better people Strategy/ management practices/HR Systems & Processes as per the business plans and submit quarterly review reports and initiate corrective action
* Design new jobs, develop & manage the salary grade structure, prepare annual compensation budget & benefit plans.
* Administer leave & attendance system & Process payroll.
* Conduct Training need analysis, develop training calendar & budget and delivery of training to employees on a regular basis to maintain the competitive edge of the organization
* Design and implementation of a company-wide performance management system that is linked to the core vision and objectives of the business and manage performance related issues.
* Design & implement a merit increase & salary review system to ensure fair and equitable review of salaries within the Group. Conduct periodic salary surveys and recommend best practices.
* Provide senior management and Board of Directors with various types of employee reports such as attrition, absenteeism, compensation, efficiency, productivity, leave pattern, headcount etc...
* Manage employee relations issues, and administer all disciplinary issues within the company and Provide necessary coaching / counselling to employees
* Conduct Per- Pot analysis and formulate career development & growth plans for succession planning
* Manage, support & coordinate the implementation of appropriate employment policies, procedures, organization structure etc. and develop proper employee feedback mechanisms & recommend action plans.
* Manage various employee engagement & appreciation/reward plans
* Member of the CSR & ISO Team for formulating and implementing HR systems & processes as per the rules & regulations.

**ACHIEVEMENTS**

* Developed Employee portal and streamlined HR functions for better administration and effectiveness.
* Devised various plans and managed the employee turnover at less than 5% for the past 5 years
* Developed and implemented HR process flow chart & employee feedback mechanism.
* Devised and implemented Per-pot Analysis for succession planning & career development
* Piloted the study of Compensation & Benefits practices among the competitors in UAE and submitted recommendations to the Board of Directors.
* Conducted the Job evaluation process to fix the salary grade structure for more than 100 designations for the Group in the ME & India.

**AL MAARAJ CONT.CO.L.L.C, SHARJAH, UAE**

**Officer - HR & Administration 2009 - 2010 2011 Jan – Present**

**Job Profile:**

* Formulation and implementation of various HR & Administrative policies and procedures
* Conducting and coordinating recruitment campaigns to identify pool of potential candidates and maintaining accurate records
* Screening of CVs and conducting interviews to assess the suitability of the candidates in compliance with the company’s policies and procedures.
* Selection , salary fixation , induction, attendance & pay roll
* Administration and evaluation of Performance Management system
* Training & Development of employees
* Database management and record keeping
* Employee relations & Grievance handling

**RELIANCE RETAIL LTD**

**Assistant Manager- HR**  **2006-2008**

**Job Profile:**

* Recruitment, selection and salary fixation of Franchise Development Managers, Franchisees, senior level personnel & customer associates required for retail outlets.
* Training coordination, performance management.
* Implementing and administering HR policies and programmes.
* Salary fixation, negotiation and pay roll of personnel
* Joining formalities and induction programmes
* Conducting and coordinating recruitments campaigns to identify pool of potential candidates and maintaining accurate records
* Screening of CVs and conducting first level interviews to assess the suitability of the candidates in compliance with the company’s policies and procedures
* SAP based E- recruitment & hiring , Employee Relations, grievance handling
* Identifying and adopting key recruitment trends & Retention strategies in the market and defining new initiatives that are relevant to promote organizational growth.

**Prior Experiences**

**Hindustan Latex Ltd- Management Trainee (Personnel & HRD) 2003-2006**

**Enn Ess Corporation - Executive (Administration) 2002- 2003**

**COMPUTER PROFICIENCY**

 MS Office, EIMIS, SAP, CITRIX, CRM

**EDUCATIONAL QUALIFICATION**

* PG Diploma in Personnel Management - 1999

(National Institute of Personnel Management (NIPM), Kolkata)

* M.A English Language & Literature - 1997

(University of Kerala)

* Certified by Profiles International for conducting Psychometric Assessment for Selection & Development

  **REFERENCES**

References will be provided on request