**ASHA**

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**ASHA.337524@2freemail.com**

Result-oriented professional in pursuit of challenging and enriching high level assignments in **HR/ISO activities** with an organization of high repute

**PROFILE SUMMARY**

* **Dynamic Professional** with over **7** years of experience in:

- Human Resources Management - ISO certification - Exit formalities

- Recruitment - People Management - Training & Development

- Interview and joining - Team management - Policies and procedures

* Last associated with **Alpha Data LLC, Abu Dhabi, UAE as HR Specialist**
* **Creative and Multi-disciplinary Executive** renowned for ensuring continuous interaction with the employees to make sure that area of concern can be worked upon for the best working atmosphere.
* Hands-on-experience in liaising daily with other departments in operations, public relation and accounts management
* Demonstrated excellence in **recommending improvements to functionality, creating and delivering quality services**
* Proficient in **creating and sustaining a dynamic environment** that motivates the high performance amongst the team members
* A keen communicator with interpersonal, problem solving and analytical abilities.
* Responsible in the complete process of employee management starting from recruitment to performance appraisal, trainings and exit formalities with the organization.
* Ensuring that all documents and procedures have been successfully completed as per UAE laws.

**CAREER PATH**





**CORE COMPETENCIES**

* Responsible for all HR functions, including: Strategic Planning, Organizational Development, Staffing, Training, benefits administration, Employee Relations, Management Development, and Performance Management.
* Ensuring the ISO policies and procedures are well defined and followed throughout the organization
* Management Representative for ISO 9001:2008, 14001:2004 and 18001: 2007

**WORK EXPERIENCE**

**September 2016 to December 2016 with Alpha Data LLC, Abu Dhabi, UAE**

**HR Specialist**

* + Complete HR process including Resource hiring, Induction, Training & Development, Performance Management, Exit formalities
	+ Maintaining HR policies and HR Manual
	+ Engage in Employee Engagement activities & programs
	+ Ensure quality assurance through Internal Audits & External Audits for ISO 9001:2008
	+ Legal expert in reviewing the documents and contracts of Alpha
	+ Support in preparing document summaries & control legal corporate documents
	+ Provide legal advice and opinion on legal matters to minimize exposure to liabilities and disputes

**May 2014 to September 2016 with Al Injazat Technical Services (ATS), Abu Dhabi, UAE**

**HR Executive/ISO Coordinator**

**Responsibilities:**

* Handle the recruitment process and hiring of all front line employees
* Prepare job description, offer letters, warnings and other employee related documents
* Responsible for the on boarding process of new employees, conducting orientation training to all new joinees, ensuring that all documents and procedures have been successfully completed as per UAE laws.
* Responsible for the payroll management and performance appraisal of all the employees in the organization.
* Meeting with employees to understand their grievances and recommend suggestions
* Initiate training plans and policies and support in organization’s training requirements and ensure training documents are updated.
* Act as the liaison with the Certifying Body on matters relating to the quality system
* Manage Quality Management System audit with in-house Internal Quality Auditors to verify that all activities are performed against the established or documented standard procedures.
* Monitor all identified non-compliances in the quality management system and evaluates effectiveness of the preventive and corrective actions.

**Highlights:**

* Appointed as the Management Representative for the ISO 9001:2008, 14001:2004 and 18001:2007 certification from May 2014 till date
* Conduction of ISO training to all the employees so as to ensure complete awareness among them.
* Handle PRO tasks including new visa, visa renewals, submission for Emirates ID and medicals for the employees (while PRO on leave)

**November 2009 to May 2014 with PIT Solutions Pvt. Ltd, Technopark, Kerala, India**

**Last designated as Manager- Business Excellence**

**Growth Path:**

Nov’09 to Jan’11 HR/Administrative Executive

Jan’11 to June ’12 HR/Administrative Officer

June’12 to May’14 Manager- Business Excellence

**Responsibilities:**

**As Manager- Business Excellence**

• Responsible for driving continuous improvements (maturity) into the processes and performance

• Maintain project performance measures on a regular basis to report to leadership on project status as required

• Collating data outlining areas of strength and areas of improvement based on analysis of results and business performance.

• Evaluating the effectiveness of improvement activities.

• Working with departmental teams on action plans to improve quality

**As HR/Administrative Officer**

• Coordination with Technical panel and understanding their requirements, defining job positions. Resourcing, screening and short listing resumes through various job portals

• Short listing the resumes based on desired skills and experience.

• Scheduling and arranging training while coordinating with external trainers and training programs.

• Compilation & processing of attendance data in attendance system.

• Designed Policies and Various HR Forms and Induction Program.

• Keeping track of Confirmation, Appraisals, and Increments of employees

**As HR/Administrative Executive**

* Assist the HR team in recruitment activities for the team
* Sourcing, screening, short-listing and briefing candidates about the clients & project requirements.
* Developing reports for senior HR Officers on staff sick leave, absences and holiday leave
* Interpreting and clarifying the companies HR policies & practices.
* Ensuring the department complies with all recruitment Policies, Laws, and Regulations.

**CERTIFICATION**

* Internal auditor certified for ISO 9001:2008, ISO 14001:2004 and OSHAS 18001:2007
* IRCA Lead Auditor training for OHSAS 18001:2007 from TUV NORD

**ACADEMIC DETAILS**

2009 MBA in HR and Finance from University of Kerala, India (76%)

2007 B.Com. from All Saints College, University of Kerala, India (74%)

 **PERSONAL DETAILS**

**Visa Status**: Residence Visa (Company sponsorship)

**Languages Known**: English, Hindi & Malayalam

**Date of Birth**: 10/08/1986

**Nationality**: Indian

**Marital Status**: Married