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| Professional Summary  Avid professional with over 6 years of experience in a fast paced Human Resources department. Incomparable ability to prioritize and execute multiple HR projects and deadlines concurrently. Unmatchable organizational, time management and interpersonal skills. Proficient in administering corporate HR initiatives, providing a broad level of counseling on recruitment, employee relations, retention and training programs and handling complex situations with professionalism and confidentiality. Expert knowledge of local, state, district and country laws influencing personnel actions  Areas of Expertise   * Job analysis * Salary administration * Employee orientation * Benefits administration * Market pricing * Performance review * HR Policies development * Recruitment   Accomplishment  Program lead for all brand projects related to recruiting including the employee referral.  Developed, managed and implemented the Leave database at Seven Seas Shipchandlers and SKA International Group.  Represented the HR department in completing the ISO implementation at SKA International Group.  Managed and Administered the Online Performance Management at Seven Seas Shipchandlers.  Managed and Implemented the HRMS at Seven Seas Shipchandlers  Designed and Implemented effective HR policies for SKA office based in Somalia | SYDNEY  HR OFFICER  [SYDNEY.338496@2freemail.com](mailto:SYDNEY.338496@2freemail.com)  Experience **hr officer** • international groUP, DUBAI • march 2012- december 2016 Supported management and the HR team with handling and resolving Human Resources issues.  Assisted in the processing and maintenance of payroll records in accordance with policies and procedures, resolved issues related to employee relations within the company. Generated Human Resources data reports. Prepared and reviewed HR related correspondences. Assessed recruitment trends; proactively recruited candidates through direct recruitment, internet mining and other creative methods, performed screening, interviewing, applicant assessment and presenting of candidates to management to finalize the recruitment process. Tracked and reviewed effectiveness recruitment processes.Analyzing training needs in conjunction with departmental managers and development of annual training plan. Worked on the HRMS implementation. Managing Bids by collating CV’s in compliance with the RFP and preparing an estimated HR expense report. **Human Resources Executive** • Seven Seas Shipchandlers, DUBAI • Mar, 2010 – Feb, 2012Administered employee benefit plans including new hire orientation program, open enrollment process, employee insurance, organized team building activities.Administered policies and programs relating to all phases of human resources activity including HR planning, recruitment, training and development, employee performance evaluation and appraisals, firing processes, leave management, employee retention, database management etc. Along with these, maintained knowledge of legal requirements and government reporting regulations affecting human resources. Worked independently with candidates to manage the relocation process and coordinated all arrangements to include: house hunting trip, travel, temporary housing arrangements and movers  **Human Resources Generalist** • DynCorp International FZE - Dubai, UAE. • May, 2008 – Feb, 2010 Assisted in the recruitment process, orientation, documentations. Prepared contracts for new hires, managed employee medical insurance. Assisted senior manager in Performance appraisals. Assisted in data migration for HRMS system.**Human Resources Coordinator** • Al Shirawi Equipment Co LLC - Dubai, UAE • Jan, 2007- May, 08Maintained and updated employee files and training records. Processed newly recruited and terminated employee files. Assisted interviewing committee. Made placement suggestions. Compiled insurance information for staff. Performed other tasks as requested. Education persuingSHRM (Society For Human Resource Management)bachelor of commerce• mumbai university – year 2006 Hobbies  FOOTBALL  READING  LISTENING TO MUSIC |