

Contact HR Consultant for CV No: 342020

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**CAREER ABRIDGEMENT:**

HR Professional with Master degree specializing in Human Resources, offering 8 +years of distinguished experience by commended performance and proven results. Extensive background in HR Generalist affairs, including experience in employee recruitment and retention, engagement, leave management, benefits and compensation, HR records management, on boarding, exit, payroll & PMS. Demonstrated success in negotiating win-win compromises, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports.

**SKILLS& KNOWLEDGE SUMMARY:**

\*UAE & Indian Labour Law Knowledge and Labour Agreements. \*Compensation & Benefit Administration

\*Strong Analytical skills defining all aspects of HR Metrics in business sense \*Policy Designing/ Development & Implementation

\*Manpower Planning &Budgeting \*Staffing and Deployment

\*Organizational Development & Change \*Excellent Communication **(multi linguistic)**

\*Performance Management \*Gallup Engagement Experience

**PROFESSIONAL ASSOCIATIONS:**

1. **HR MANAGER @ Concept Piping Systems Industries LLC, a member of GGICO Psc, since March 2016**

***Job Summary:***

Key activities include maintaining the organization in line with HR Policies and work structure for 220+ personnel. Advising Managers and employees on organizational policies and procedures, ensuring compliance with the UAE Labour Law. Day to day activities include managing a team of 4 employees, aligning job descriptions to reflect changing dynamics in roles and responsibilities. Managing and administering compensation and benefits. Administering the Performance Management System. Coaching Managers to assess Performance effectively. Handling grievance and disciplinary issues. Enforce UAE Labour legislation within the decision making process of the company. Auditing and document control.

***Significant Highlights:***

* Grounds up initiative by introducing HR SOP for Personnel File Management and implemented in the second month and completed the task by creating Files for 225 employees in electronic and physical forms.
* **Employee Engagement:** Launched the first of its kind, employee recognition and reward program in the group increasing employee productivity and reducing absenteeism (from 23% to 10%).
* Updated JDs (49), eliminated job redundancies, refined hiring needs and devised recruitment initiatives in conjunction with Business requirements effectively.
* **Process Orientation:** Established and maintained proper structures and processes to track time and attendance, vacations and other activities resulting in efficiency gains of 30%. Improved paperwork processing time by streamlining processes.
* **Revenue Impact:** Researched, Identified & Presented the best provider for Medical Insurance benefit to suit the needs of current system and thereby saving up to AED 80,000.00 obtaining additional benefits.

**II. Senior Officer- HR @ Mobile Land Systems FZ LLC- Assignment 2 (formerly called Safe cage Armours Works FZ LLC) & Q Group- Assignment 1**

***Job Summary:***

***Assignment 1 (Mar 2013 to July 2015)***

**S**tarted with Manpower Planning/Budgeting of the group for the expansion plan the company had visualized. Analysed department /business wise requirement of positions and created job descriptions& designed Organizational charts for each business unit for all the group Companies. Initiated hiring by various testing and interviewing processes for each position. Created a seamless database system recording each employee’s information and maintain both physical and electronic copies of files. Managed Payroll, visa formalities, and leave records for payroll operations single handedly. Develop, update and maintain Employee handbook.

***Assignment 2 (July 2015 to Feb 2016)***

Having overall responsibility for the recruitment polices of the company and also the welfare of the staff. Also managing the information held on the HR database and personnel files to ensure it is updated in a timely and accurate manner. Ensuring that all procedures comply with the UAE Labour laws. Experience of managing grievance and disciplinary procedures. Ensuring that only best candidates with the right qualifications, skills and experience are employed. Writing informative job descriptions. Liaising closely with employee representatives, Functional Heads and solicitors. Providing guidance to work colleagues and senior company Management on all employment matters.

***Significant Highlights:***

* Orchestrating daily HR functions supporting 150 plus employees and the leadership team of growing & expanding group.
* Assimilated successfully an acquisition of a Rope Access Company, consisting of 50 staff to the existing Business.
* Streamlining talent management, developing a Performance Management tool for all group companies.
* Successfully completed Compensation & Benefits Profiling for all existing employees (150) to grade and evaluate based on the Performance Appraisal system to be implemented.
* Initiated and successfully listed the company with the Bank that the Group have been partnering since its incorporation.
* Singlehandedly transitioned 19 employees from Q Group to MLS with all their transfer formalities and settlements calculated with right closure within 7 days.

**III. Assistant Manager – Talent Engagement & Management Aircel Limited– HR Generalist Feb ’10– Jan’13**

***Job Summary:***

Recruited to help the expansion in South region of business HR Operations and later moved to HR BP role, by supporting in full spectrum of HR operations, business, systems and programs.  Worked with Senior Management to create HR policies and procedures; Developed retention programs through engagement; co-ordinated PMS; created & maintained databases; Co-ordinated the delivery of training courses/workshops whilst maintaining the appropriate reporting systems with the help of L&D team. Manage leave-of-absence programs and personnel records; administer payroll &benefits enrolment; administer HR budget; provide smooth exit to resigned employees and handle other HR generalist workplace issues. Partnering with Executive Management team to identify Key Attributes, developmental assignments and performance metrics enabling the new performance Appraisal system to identify Hi-Pots. Roles realignment to support business evolution.

***Significant Highlights:***

* Nominated twice & represented the Editorial Group of Aircel Magazine & Newsletter for 2 states (TN & Karnataka).
* Introduced ‘555 Process’ – part of post recruitment & worked very closely on the same, meeting employees on their 5thday, 5th week & 5th month post joining and tracking the feedback for betterment and sustenance.
* Driver of various Engagement initiatives – Skip level/ Manager 1 on 1/ HR 1 on 1 meetings.
* Coordinated with Gallup Team for Engagement Survey & had been a moderator for action plan thereby implementing the same.
* Formulated strategies along with Senior Management for Succession Planning (9 Box Matrix) and re assessment for the same to identify Hi Pots in a span of 6 months post the Gallup Survey.
* Anchored KPI setting for almost 235+ employees in the zone through Employee portals by training them & driving them in line with Business objectives.
* Spearheading Performance Management System for Sales Workforce (about 150+employees) by having them assessed through the Company’s Appraisal method (BSC – KPI Setting/ objectives and Bell curve – Final assessment and rating) and policy and thereafter worked on PIP and followed up for closure.
* Awarded as Engagement Champ of 2011&2012.
* Implemented RAG Matrix system to identify the employees’ engagement level and initiating the relevant retention plan.
* Within 17 months of tenure had a promotion and was assigned with different speciality tasks to handle in different regions.

**IV. Senior Executive HR Operations @ Future Group June‘07–Dec ‘09
*Job Summary:***

Managed employee relations relating to all their compensation & benefits, welfare measures and was a part of the counselling committee; worked closely with the Store teams to understand the pulse of employees @ store & accordingly came up with new training, induction & engagement activities; responsible for payroll processing of corporate & store employees. Recruited front end workforce for store team. Handled SAP HR operations& the audit of stores to ensure all HR policies are complied.

 ***Several Firsts***

* Prepared monthly movement calendar for all stores on employee engagement activities.
* As an MT conducted Employee satisfaction survey in Future Group for Kerala & Karnataka employees.
* Grounds up initiative in engagement activities & designed a calendar based on competencies matching employees’ requirement.
* Initiated& executed Knowledge sharing sessions among employees @Future Group in the name LKG& the idea was declared the BEST IDEA in learning initiatives.

**ACADEMIC SYNOPSIS:** **Master of Social Work specialized in Human Resource Management,** Madras Christian College, Chennai, 2007**(81.23%)**