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| G:\2083-e 4x6 copy.jpg  Name -**SUNU**  [**SUNU.350006@2freemail.com**](mailto:SUNU.350006@2freemail.com) | OBJECTIVE  An accomplished Senior Human Resource person with proven expertise in policy and procedure, recruiting and hiring practices, personnel development, retention approaches, legal compliance issues, managerial support, union avoidance, labor relations and negotiations. Strategic HR partner executing HR best practices by fostering a positive work environment that promotes employee morale by developing interpersonal relationship with all levels of the organization utilizing attentiveness, trust, and respect.  **Willing to travel and relocate.**  Educational Qualification   * MCA (Master in Computer Applications),Anna University, India, 2003 - 2006 * B.Sc (Bachelor in Science),Madras University, India 2000 - 2003   HR Skills   |  |  |  | | --- | --- | --- | | Policy Development  Worker’s Compensation  Employee Relations  Contract Negotiations | Training & Development  Performance Management  Organizational Development  Staff Recruitment & Retention |  |   Professional ACCOMPLISHMENT  **Senior HR -** 2014(September) – 2016(June)  **G1 OFFSHORE & MARINE PVT LTD, Mumbai, India**   * Talent Acquisition * Talent On-Board * Performance Management System * Employee Engagement * HRMS, HRMIS & Documentation   **Key Rolls:**   * Played a key role in negotiating local labor issues * Successfully coordinated permanent reduction in force. Complied with Indian labor and ID act requirements. * Monitoring worker’s compensation claims. * Directed the maintenance of all personnel record for department. * Maintained job description and performance evaluations. * Monitoring unemployment claims and appeals. * Conducted salary and wage surveys. * Managed hiring and termination procedures. * Payroll for employees. * Organization and space planning. * Policy development and documentation. * Employment and compliance to regulatory concerns. * Planning and structuring of Job advertisements on job portals * Day to day attendance checking * Maintaining Leave card of on roll employees * Handling payroll, compensation and benefit administration * Organizing employees engagement programs, welfare, wellness and health program * Documentation of reports with regards to PF, ESIC etc * Preparing and maintaining various MIS reports * Recruiting people at all levels i.e from experience range of 2-15 years for all permanent, subcontracting and direct positions. * Preparation of performance appraisal format of different levels.   **Assistant – HR -** 2013(December) – 2014(September)  **DOLPHIN OFFSHORE ENTERPRISES (I) LTD. Mumbai, India**    **Roles & Responsibilities:**   * Manpower forecasting to ensure optimum number of employees with right skill sets at right time specific to current & upcoming projects. * Leading the recruitment cycle from Screening and Short listing CVs, conducting preliminary interview and recommending potential candidates to concerned reporting, discussing offer and making salary fitments as per organization standards. * Manage End to End joining formalities of new joiners which include Offer Rollout, appointment letters, and Background verification. * Planning and Conducting Induction for new joiners at corporate office and regional workshops * Tracking of probations & contract renewals of Regular & off-roll employees. * Managing complete performance appraisal cycle including communication designing, process coaching, analyzing the performance trends. * Ensuring on time completion of Annual Appraisals and supporting managers for completion of appraisal with their team members, analysis of salary revision & performance improvement plans based on the review and recommendations of departmental heads. * Facilitate a healthy organizational culture by promoting various programs like suggestion schemes, employee of the month, corporate outbound, celebrating festivals etc. * Closing the communication Gap & handle Employee Care by applying various methods like Shop floor Observations, Exit Interviews, Regular employee Interaction meets, Interdepartmental meets. * To brand all HR Program through Mailer design, Poster's, Newsletters, Events and HR Portal. * Assigning new joiners, Uploading HR data on IBS Software, Preparation of weekly / monthly MIS and other reports * Maintaining personal file of each individual employee and uphold the same with high confidential mode.   HR Executive - 2010(February) – 2013(August) AL – SIYABI TRADING & CONTRACTING— DOHA, QATAR  |  |  | | --- | --- | | * Recruitment, staffing, organizational and space planning Management of employment and compliance with regulatory guidelines under Qatar Labor Law * Overall employee relationship and welfare management * Company employee and community communication * Overseeing the smooth integration and consolidation of HR functions for all Ex-patriots * Facilitated major improvements in the travel(domestic/international) policies * Payroll process resulting in better timelines for salary payment and zero errors * Formulated finalized and implemented a recruitment process * Reviewed and modified entire set of policies and benefits for employees as per Qatar Labor Law |  |  EAST OASIS MARKETTING & PROMOTIONS L.L.C — Dubai, U.A.E  |  |  | | --- | --- | | HR Assistant2007 |  |   Recruited to help open new company branch in Abudhabi, guiding the startup and management of a full spectrum of HR operations, systems and programs. Worked with senior management to create HR policies and procedures; recruit employees, training and incentive programs, Manage leave-of-absence programs and personnel records, administering benefits, overseeing disciplinary action,resolved conflicts between employees and insurance carriers, coordinated health fairs to promote employee wellness. Key Results:  * Played a key role in ensuring the successful launch of Abu dhabi office. * Brought workers’ compensation program into full compliance. * Trained 15-member management team on Marketing techniques and best practices, conducting workshops and one-on-one coaching sessions that contributed to sound decisions   **Languages Known:**  English, Hindi, Malayalam, Tamil, (Marathi Can Handle).  ***Declaration***  I hereby declare that all the above-furnished details are true and correct to the best of my knowledge |  |