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| **KARISHMA**  [**KARISHMA.352241@2freemail.com**](mailto:KARISHMA.352241@2freemail.com) |

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| **PROFESSIONAL PROFILE** |

Avid Human Resources professional with 14 years of experience in electronics, management consultancy, real estate, media and events and banking sectors in Dubai. Works effectively and efficiently in a fast paced department and executes multiple projects within planned time lines concurrently

**Key areas of focus:**

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| * Recruitment and selection * Employee on boarding and orientation * Compensation and benefits administration * Performance management | * Training and development * Employee relations * Employee separation * Policies and procedures |

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| **CAREER OBJECTIVE** |

Seeking to join a professional and progressive organisation in Dubai where to leverage my skills and knowledge and eventually climb the ‘career ladder’ into a senior management role in Human Resources

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| **QUALIFICATION AND TRAINING** |

2004 – 2005: **University of Wollongong**, **Dubai, U.A.E.**

**Master of International Business (MIB) – *Distinction***

1999 – 2001: **National American University, Skyline College, Sharjah, U.A.E.**

**BSc in International Business – *Summa Cum Laude***

2013: **ISO Internal Auditor**

2011:  **Train the Trainer at LG Electronics**

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| **PROFESSIONAL EXPERIENCE** |

February 2013 – November 2016: **CTG Global Managed Services DMCC, JLT, Dubai, U.A.E. *HR Officer***

* Managed all facets of employee recruitment including developing job descriptions, screening and shortlisting applications, interviewing candidates and maintaining status reports
* Facilitated employee onboarding process including managing pre and post joining formalities and delivery of employee induction program
* Developed and maintained policies and procedures based on relevant legislation and contemporary HR management practices
* Worked closely with departments and field offices, increasingly in a consultancy role, assisting employees to understand and implement policies and procedures
* Designed and managed company-wide performance management system comprising of probationary and annual performance reviews
* Worked closely with management to resolve complex employee relations issues and recommend solutions that are in line with the company’s core values and code of ethics
* Managed and administered employee payroll including taxes and other statutory deductions, advances and salary reviews
* Managed and administered company-wide insurance including medical, personal accident, life and other insurance policies
* Managed employee separation processes including conducting exit interviews and preparing full and final settlements
* Worked closely with system analyst and developers in implementing salesforce human resource management system
* Worked closely with management in planning for introduction of ISO 9001:2008
* Maintained employee records in personnel files and human resource management system
* Developed customised reports for the senior management and departments based on business requirements

February 2010 – February 2013: **LG Electronics Middle East Co. Ltd., Jebel Ali, Dubai, U.A.E. *HR Officer***

* Managed all facets of employee recruitment including developing job descriptions, screening and shortlisting applications, interviewing candidates and maintaining status reports
* Facilitated employee onboarding process including managing pre and post joining formalities and delivery of employee induction program
* Developed and maintained policies and procedures based on relevant legislation and contemporary HR management practices
* Worked closely with departments, increasingly in a consultancy role, assisting employees to understand and implement policies and procedures
* As a member of the change agents committee, actively involved in enhancing employee engagement through organizing formal and informal gatherings, employee surveys and one to one meetings with employees
* Worked closely with management to implement performance management and high potential employee development processes
* Managed and administered employee payroll including advances and salary reviews
* Actively participated in implementing the Global Total Rewards program which included conducting position evaluations and job classifications in coordination with line managers, implementing salary reviews based on market average and counseling employees
* Led learning and development initiatives by conducting training need analysis and organizing and delivering training programs in coordination with the training department
* Managed employee separation processes including notifying employees on contract terminations, conducting exit interviews and preparing full and final settlements
* Maintained employee records in personnel files and human resource management system
* Developed customised reports for the senior management and departments based on business requirements

August 2008 – October 2009: **Concept Group FZ LLC. Dubai, U.A.E. *Recruitment / HR Officer***

* Managed all facets of employee recruitment including developing job descriptions, screening and shortlisting applications, interviewing candidates and maintaining status reports
* Facilitated employee onboarding process including managing pre and post joining formalities and delivery of employee induction program
* Maintained policies and procedures based on relevant legislation and contemporary HR management practices
* Worked closely with departments, increasingly in a consultancy role, assisting employees to understand and implement policies and procedures
* Worked closely with management to implement annual performance management system
* Managed and administered employee payroll including advances and salary reviews
* Managed employee separation processes including notifying employees on contract terminations, conducting exit interviews and preparing full and final settlements
* Maintained employee records in personnel files and human resource management system
* Developed customised reports for the senior management and departments based on business requirements

February 2007 – July 2008: **DAMAC Holdings Co. LLC. Dubai, U.A.E.  *HR Administrator***

* Developed and delivered employee orientation program
* Facilitated employee onboarding process including managing pre and post joining formalities
* Maintained employee records in personnel files and human resource management system

January 2006 – December 2006: **Emirates Bank International, Deira, Dubai, U.A.E. *HR Processor***

* Developed and delivered employee orientation program
* Facilitated employee onboarding process including managing pre and post joining formalities
* Maintained employee records in personnel files and human resource management system

January 2002 – December 2005: **Temporary Assignments *HR / Administration Assistant***

##### Worked on temporary assignments in the capacity of HR/Administration Assistant with renowned organizations like Deutsche Bank, Imation Middle East FZE, Rudolf Wild GMBH and Co. KG, Baker Hughes - INTEQ Division, Energizer Middle East and Africa Ltd, Crystal Information Technology and Citi Bank

* Facilitated employee onboarding process including managing pre and post joining formalities
* Maintained employee records in personnel files and human resource management system
* Coordinated with travel agencies for business visas and flight bookings