**ARUN**

**Arun.353343@2freemail.com**

**HUMAN RESOURCE MANAGEMENT PROFESSIONAL**

**PROFILE SNAPSHOT**

A Group Human Resources Manager over 8 years of progressive experience augmented by a strong Masters background in Human Resources Management , Business Administration, Human Capital. Experienced in***, Benefits/Compensation Administration, Talent/Performance Management, Recruitment/Selection, Training/Development, HR Policy and Organizational Design, Contract Negotiation, Job Costing Analysis, People Management, Progress Improvement, and Strategic Planning, Payroll Administration.*** Sound knowledge of Labour Relations, Pay Equity and other related labour laws. Proven ability to function as a Strategic HR Business Partner / HR Manager and develop and implement successful human resources management strategies to support corporate mandate.

Creative and innovative thinker with effective human resources management and goal setting abilities combined with superior leadership, team building, communication, interpersonal, and presentation skills. Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities; and adapt readily to new challenges.

**EMPLOYMENT DETAILS**

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**Since Aug’2015 to Jan’2017 : Caviar Classic Group, Dubai, UAE as Group HR Manager**

**Responsibilities:**

* Develop and implement HR strategies and initiatives aligned with the overall business strategy.
* Bridge management and employee relations by addressing demands, grievances or other issues.
* Manage the recruitment and selection process.
* Support current and future business needs through the development, engagement, motivation and preservation of human capital.
* Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
* Nurture a positive working environment. Oversee and manage a performance appraisal system that drives high performance.
* Maintain pay plan and benefits program. Assess training needs to apply and monitor training programs.
* Report to management and provide decision support through HR metrics. Ensure legal compliance throughout human resource management.

**Highlights:**

* Implemented new software for HRMS which helped the company to control the payroll system more accurately with error free.

**Since Dec’2011 to May’2015 : Sunre Industries LLC, Dubai, UAE as HR Manager**

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**Responsibilities:**

* Leading and directing the human resource team to deliver a comprehensive HR service to the business.
* Employee relations, including managing absence, disciplinary, grievances and sickness.
* Measuring employee satisfaction and identifying areas that require improvement.
* Coaching managers on performance management issues and processes.
* Providing strict guidance on development for managers and their teams.
* Implementing the training and development agenda; identify areas that need attention and improvement.
* Managing talent and succession planning; taking overall responsibility for recruitment activity and campaigns.
* Reward advice and supporting employees on company benefits.
* Policy and procedures implementation of new HR policies, procedures and processes.
* Responsible for conducting detailed investigations to complex employee relations issues and recommending solutions that are in alignment with the Company's core values.

**Highlights:**

* Holds the distinction of conducting more than 3 internal audits on the HR process against the ISO 9001-2008 requirements.

**Since May’2011 to Nov’2011 : Sunre Industries LLC, Dubai, UAE as Asst. HR Manager**

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**Responsibilities:**

* Employee relations, including managing absence, disciplinary, grievances and sickness.
* Measuring employee satisfaction and identifying areas that require improvement.
* Coaching managers on performance management issues and processes.
* Managing talent and succession planning; overall responsibility for recruitment activity and campaigns.
* Responsible for conducting detailed investigations to complex employee relations issues and recommending solutions that are in alignment with the Company's core values.



**Jan’08 to Mar’11: Thomas Bennett Group (ANC Group), Dubai, UAE as Senior HR/ Payroll Executive**

**Responsibilities:**

* Acts as liaison between employee and management to answer questions or concerns regarding company policies, practices and regulations.
* Collect and analyze human resources data, and make recommendations for changes to management.
* Design and execute human resources policies and procedures.
* Coordinate human resources generalists and guide all recruiting and employee relations processes.
* Administered employee compensation, training and benefit programs.
* Payroll Process Preparation.

**IT SKILLS**

* **MS Excel, MSWord, and Power Point (Advanced), ERP, Oracle R-12, HRMS-Payroll (WPS), PACT ERP Software (HRMS).**

**ACADEMIA**

* **MBA (HR & Finance ) from Anna University, Tamil Nadu in 2005.**
* **B.Com. from University of Kerala in 2002.**

**CERTIFICATIONS**

* **ISO 9001:2008 Internal Auditor** from TUV NORD, Dubai, UAE in 2012

**PERSONAL SNIPPETS**

Date of Birth : 14th February, 1982

Address : Dubai, UAE

Languages Known : English, Hindi & Malayalam

Visa Status : Visit Visa –April 2017

**REFERENCES & DOCUMENTS AVAILABLE ON REQUEST**