|  |  |
| --- | --- |
| [Vijesh.359444@2freemail.com](mailto:Vijesh.359444@2freemail.com) |  |

Dedicated HR professional with 10 plus years of experience, managed full spectrum of human resources functions with focus on maximizing the strategic use of human capital for a sustainable and high performing organization. Consistent hands-on HR experience in small, moderate, and complex work environment with demonstrated skill in performing human resource activities in a highly demanding HR environment to deliver top performance.

|  |  |
| --- | --- |
| * Recruitment and Manpower Planning | * Employee Relations |
| * Performance and talent Management | * Compensation and Benefit |
| * HR Strategies and Policies * Expertise in Regional Labour Laws | * Team Building & Management |
| * Organisation Development and Change Management | * HR Budget Preparation |
| * HR analytics | * HRIS (Workday) Implementation |

|  |  |  |
| --- | --- | --- |
|  | Education & Credentials |  |

**M.B.A, specialized in Human Resource Management Year 2005**

**CIPD (Level 5) –Human Resource Management Year- 2016**

**L.L.B- Professional Qualification in Law -Year 2003**

|  |  |  |
| --- | --- | --- |
|  | Professional Experience |  |

HR Manager (EMEA), September 2014-September 2016

**Meridium International, Dubai, UAE (A GE Digital Company)**

Meridium International (recently acquired by GE Digital) is a US based **Software and Services Company**, the global leader in asset performance management (APM) software and services for Asset Intensive Industries. Meridium lowers the risk of harm to the people, our planet and profit by predicting and preventing asset failures. Meridium is head quartered in Virginia, USA with offices around the world including Houston, Texas, India, UAE, UK, Spain, Australia and Singapore. Main clients includes SABIC, SIPCHEM, British Petroleum, Petrorabig, Yara, Yamal, Qatar Gas, Ras Gas, ADNOC etc.

Works closely with VP of Human Resources, and functional heads to understand business issues and opportunities and develop strategic HR initiatives to address identified opportunities. More of a Consultancy role with Employees. Work with line managers to deliver implementation of business strategy through effective people strategies. Deliver agreed levels of HR services in line with Corporate HR processes.

* Drive the implementation of people management practices and programs across the EMEA region.
* Advise managers and employees on complex aspects of HR related initiatives, programs, policies, procedures and HR systems, and tools including but not limited to performance and talent management, workforce planning and annual compensation processes.
* Proactively address business issues including determining appropriate hiring strategies, recommending solutions based on workforce analytics, identifying and addressing skill gaps and required professional expertise
* Ensuring that the business is properly staffed by competing in the job market to ensure only the best and talented employees are recruited to assist in meeting the company goals and objectives.
* Maintains Compensation and benefit plan by conducting periodic compensation and benefit surveys, scheduling and conducting job evaluations, monitoring and scheduling individual pay actions; recommending, planning, and implementing compensation and benefit structure revisions.
* In conjunction with Corporate Human Resources, support business on queries related to international hires and global mobility
* Manage the onboarding and orientation process for New Employees
* Ensure that employees are well motivated and dedicated to maximize their performance
* Facilitate the smooth operation of the organization by maintaining accurate and inclusive data on individual employees in Workday (HRIS)
* Implemented and driven Performance Management , setting KPI for each department and support the business in deriving out the business goals with SMART approach.
* Driving effective communication channel across the business, Conflicts resolution, Change Management, and Employee Engagement activities
* Practice strong Employee Life Cycle engagements for greater productivity, career development and work-life balance
* Experience in working on change management and restructuring projects.
* Assisting line departments in sketching new job descriptions and critically evaluating the jobs and assign jobs to grades/bands based on job responsibilities.
* Process improvements to drive operational efficiency, hands on experience in the implementation and running of HRIS system (Workday)
* Produce complex regular and ad-hoc reports/metrics to management.
* Benefit management including international health insurance, Life insurance and Pension plan.
* Perform other incidental and related duties as required and assigned

Senior HR and Admin Executive, February 2011 – August 2014

Al Baker Group Abu Dhabi, UAE.

Currently ranked number 3 in UAE among all the healthcare providers in volume of business. Company represents the following world-class innovators in medicine and healthcare: Pfizer, Glaxo Smith line, ABBOTT, Allergen, GSK Consumer, Reckitt Benckiser, Godrej, Valeant (MEDA), Global Pharma, and Almirall. Group has interest in Real Estate & Commodities trading also with a combined annual turnover of over AED 700 million & having operation in UAE, Qatar & Middle East.

* Work with HR Director to develop HR initiatives that support the Corporate HR strategies and policies
* Ensuring company processes, procedures and policies are up to date, conform to the employment legislation and serve the business requirements. Provide recommendations for relevant changes and follow through implementation.
* Facilitating the recruitment and manpower planning process.Execute career development programs.
* Active participation in budget process from headcount to labour cost in the relevant budgets.
* Ensure accurate update of Job Description.
* Advice and Support all part of the business on employee relation matters to ensure their effective management. Issues include: disciplinary, grievance and performance issues.
* Work with HR Director and Line Managers to lead and manage changes in business operations and the corporate culture.
* Taking part monthly staff meeting and take the lead for the motivational aspect of the staff.
* Act as a HR supervisor and support the line management in all aspects of people management.
* Managing the leave management process.
* Occasional visit to the store to ensure that all the legal formalities are complete and up to date.
* Provide current and prospective employees with information about policies, job descriptions, working conditions, wages, and opportunities for promotion and employee benefits.
* Liaising with the store managers and line managers to review training requirements, KPI setting in their departments and plan programs accordingly. Coordinate learning & development initiatives by gathering local needs and matching these with Corporate Training and Development team offerings. Coordinating local delivery of trainings.
* Lead the performance management cycle and support line managers throughout the process.
* In charge of following new employees entrance in the Company informing them about Company values, culture and philosophy.

**HR Executive - From July 2008 to February 2011**

**SBK GROUP- Dubai, UAE-Comprehensive Real Estate and Facility Management Co.**

* Taking overall responsibility for recruitment activity
* Post recruitment activities including induction and orientation of new joiners.
* Conduct performance appraisal and talent management of Employees in line with department heads and Management.
* Prepared Employee handbooks, contracts, staff memos, and issuing written offers of employment, promotion etc.
* Ensure all company policies and procedures are up to date in line with current employment law. Ensure line managers are up to date with changes to any policies.
* Payroll processing (WPS), Salary reviews - researching salaries and ensuring they are in line with legal requirements and industry standards.
* In charge of the personnel files. Update the records.
* Supervise the PRO and Office Administrator responsibilities and tasks. Which include all the renewal process-Visa, Labour card, Emirates ID, Trade license, Tenancy contract etc. Act as the main liaise point between staff and PRO.
* Dealt with complex disciplinary/grievance and HR issues, using HR and company knowledge evidencing appropriate decision making skills.
* Conduct Annual Staff day, sports day and social activities for staff.

**TECHNICAL CONSULTANT (IT SECTOR)**

**Priority One Consulting, Bangalore, India- October 2005- to Jan 2008**

* Real time client interaction
* Providing recruitment assistance to clients
* Individual account management holder
* Responsible for fulltime placement of engineering and IT professionals
* Exposure to recruitment software Hirecraft
* Networking and relationship management
* Making regular visits and well planned service calls to maximize business with existing clients by understanding their resourcing needs.

**Personal Particulars**

Date of Birth : 29th May 1979

Nationality : Indian

Marital Status : Married

Visa status : Visit visa (Expiring on 12th May 2016

Holding a valid UAE Driving License

Can join immediately