

**Sujith**

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**OBJECTIVE**

Seeking a position as **HUMAN RESOURCE MANAGER** with a reputed organization where my past experience shall have valuable application and constantly enhance my professional knowledge and expertise by staying abreast of the latest developments in Human Resources Management

**Strengths:-**

* HR Management-Administration Expertise
* Competency in whole cycle of Recruitment
* Adept in Record Maintenance & Reporting
* Budgeting on Department Wise Staff Strength
* Broad-Based UAE Experience
* Well Versed with UAE Labor Law

**CORE COMPETENCES**

* Result-proven with over 18 years of broad-based experience within reputed organizations.
* Good knowledge of HR Competencies and Activities.
* Comprehensive knowledge of recruitment procedures, policy implementations, benefits administration and staff supervision
* Have excellent working skills and good work ethics
* Possess excellent administration.
* Energetic and enthusiastic with refined manners.
* Can work under pressure and meet deadlines.
* Self-motivated and ambitious with strong desire to succeed.
* Possess demonstrated ability to work effectively and congenially with employees at diverse levels.
* Energetic and capable of working with minimal support and a good deal of autonomy.
* Planner, self starter and results oriented.
* Computer and other technical skills with an experience of over 10 years.
* Excellent presentation and communication skills.
* Quick adaptability to new environment.
* Carried out job profile in a consistent manner and continuously work towards the company’s objectives and goals that helped maintain level of competency

**CAREER SNAPSHOT**

* **Sr. HR Manager,** Marco polo Hotel, Dubai, (Jan, 2005–present)
* **Asst. Manager Personnel,** The Ambassador Hotel,(Narang’sGroup of Hotels),Mumbai, India (Jan, 1997 – Nov, 2004)
* **Trainee Officer- Personnel,** M/s. Crompton Greaves Ltd., Mumbai, India (May, 1994–Sep, 1996)



**JOB PROFILE**

* Responsible for the appearance and conduct of all Hotel personnel and to ensure that they are aware of their position as front line representatives of the Hotel.
* To build an efficient team of personnel by taking an active interest in their welfare, safety and training.
* HR teams consists of total 5 members with following personal working in the team ( Time Keeper, HR Executive, Public Relation Manager , HR Secretary and 2 Camp Boss )
* To ensure that all personnel have a complete understanding of the company’s policies and procedures and that they adhere with same.
* Plans and conducts new employee orientation to foster positive attitude toward company goals.
* To prepare and maintain all administrative records, report and correspondence related to the employees in accordance with Company standards.
* Sourcing candidates as per company’s requirements using job portals (Naukri, Monster) and various reliable sources.
* Understanding job description and job specification of assigned position.
* Analyzing manpower requirement and maintaining budgeted departmental strength.
* Preparing induction schedule and cross training programs.
* House rule book and conduct orientation for new joiners in the Organization.
* Organizing time to time training programs for all the employees

More Refined customer interaction training program.

Supervisory skills training program.

Fire and Safety awareness training program for every individual staffs

Life guard training program to be organized

Basic first aid course

Cross training program

Orientation program for new staffs

Property tour and Dubai tour for new staffs.

* Staff Welfare activities like Annual Staff day functions, Monthly Town hall meeting,Long service awards, arranging tournaments and picnics, superannuating programs staff cafeteria activities, Best employee of the month, Best room

competition in staff accommodation, Best bed making competition.

* Coordination with Staff Cafeteria committee members and ensure standards are maintained.
* Deal with complex disciplinary/grievance and HR issues, using HR and company knowledge evidencing appropriate decision making skills.
* Assisting General Manager and Directors regarding Company policy related with Human resource function.
* Meeting various Insurance companies.
* Follow up with the insurance companies with regards to any health issues of staff.
* Coordination meeting with the Camp Boss for Staff accommodation activities.
* Handled employees’ grievances in a fair and equitable manner in accordance with the rules

and regulations of the organization and UAE law

* Manage staff welfare through team building or recreational activities to improve productivity output and motivation levels.
* Assign tasks to subordinates as daily responsibilities and ensure compliance plus check if they adhere to set rules in performing delegated tasks.
* Coordinating with Accounts department regarding payroll related works.
* Handling employee’s grievances, counseling session’s thereby maintaining pleasant Industrial atmosphere.
* Streamlining & implementation of Personnel affairs, policies in the Company.
* Deal with understaffing, resolving conflicts and administering disciplinary procedures.
* Plan human resource requirements in coordination with various functional and operation heads.
* Formulate and carry out employee policies-procedures as stated in legal requirements as well as accomplish statutory responsibility of various social laws.
* Accomplish compensation policies, increment, incentives, benefits and payment packages for new staff.
* Prepare and keep payroll record; design, execute and handle payroll policies plus procedures.
* Participate in planning and policy-making activities: work with managers and corporate staff to develop strategic plans and operations control to ensure company’s stability and continued business growth.
* Support periodic conduct of analysis on performance versus goals to measure productivity as well as to determine areas needing improvement.
* Participate in the employment of corrective action where adverse variations to target achievement occur or inadequate performance is suspected.
* Liaise between management and employees on all administration matters.
* Consistently achieved performance parameters as well as organizational goals and objectives.
* Performed assigned workload with indefinable enthusiasm, commitment, dedication and drive towards contributing to continued business growth hence recurrently received commendations from management

**Responsible and time to time coordination with PRO for liasoning jobs related with government offices**

* Liquor license processing for renewal and receive the same within time limit period
* Employment visa processing
* Visa medical and Emirates id processing for new employees and old employees
* Occupational health card processing for the food handlers within time limit
* To apply for artist visa and permission within time limit.
* Cancellation of employment visa processing for the staff
* Cancellation of visa for artists and apply for new artist
* Coordination with Hygiene Officer with regards to Dubai Municipality training for the Kitchen staffs
* Responsible for keeping proper record of leased outlet staffs and their employment visa and artist permissions.



**TRAININGS ATTENDED**

‘**ADVENTURES IN** **ATTITUDES’**- which is a guided program for achieving Personal & Professional success. This program consists of Attitude awareness, Effective listening, Dealing with emotions, Developing communication skills, understanding people & Team building strategies.

`**PERSONNEL FOR NON PERSONNEL** **MANAGERS’** which includes Counseling, Team building, Manpower assessment and planning.

**EDUCATION**

* Graduate passed out from Mumbai University- India. 1990-91
* Diploma in Personnel Management, Welingkar Institute, Mumbai, India
* D.C.M (DIPLOMA IN COMPUTER MANAGEMENT) thoroughly acquainted to operate on MS- Office.
* MBA – HUMAN RESOURCES –Mahatma Gandhi University, Mumbai. - 2015

**PERSONAL DETAILS**

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| Nationality | : | Indian |
| Languages known | : | English, Hindi & Malayalam |
| Marital status | : | Married |
| Notice period | : | 30 days |
| Visa Status | : | Residence Visa |
| Driving License | : | Valid till 2018 |