**SUMITH**

***(8 + years of HR experienced professional)***

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***PROFESSIONAL SYNOPSIS***

A seasoned HR professional of 8 years plus experience with a track record of successfully setting up and transforming HR function in challenging, multicultural and diversified environments in a variety of industrial sectors like JCI Accredited Hospitals, Media, Manufacturing, Trading, Information Technology, Hospitality and Health Insurance in the Middle East (UAE and Qatar).Key skills worthy of note are Effective Leadership, Management of Employee Relations, HR Policies and Procedures, Training and Development, Performance Management, Talent Acquisition, and Managing for Succession Planning, Employee Retention Programs and Job Evaluation.

***PROFESSIONAL EXPERIENCE***

**HR SUPERVISOR**

National Health Insurance Company – Doha, Qatar **2013 – Till Date**

* Developed yearly Strategic Human Resources Plan with the leadership team and aligned plan with the overall company’s goals and mission.
* Assists in the development and implementation of Human Resources (HR) policies and procedures complies with Qatar Labour Law; participates in developing department goals, objectives and systems.
* Design and develop new HR forms, Templates, Procedures including the drive to standardization across the business.
* Directed on-boarding process, relocation, training and development, orientation and investigation and resolution of all employee relation's issues.
* Develop and implement suitable Sourcing and Recruitment Strategies in order to meet the company’s staffing needs.
* Carried out all recruitment processes including head-hunting, reaching potential candidates by telephone/email, applicants’ resume screening, interviewing applicants, processed background checks, shortlisting, finalizing hiring and closing vacancies.
* Conducted ISO 9001 standard Job Description revisions and updates on nearly 150 positions over 5 departments across all levels.
  + - * Manage the identification of training needs in coordination with line managers in respective department. Ensure needs are aligned to the achievement directorate goals.
* Deliver soft skills and safety trainings, employee orientation training to new and existing employees for improving their skills & abilities.
  + - * Establish Key Performance Indicators (**KPIs**), parameters, and its review for employee performance and productivity evaluation systems.
* Develop budget recommendations and prepare **HR Annual Budget** requests by gathering relevant information like annual workforce plans, pay reviews, training requirements etc.
* Coordinate the monthly payroll process and ensure it is completed accurately and to deadlines and supporting the payroll officer for End-of service calculations.
* Develop and implement HR SharePoint work flow for the **Employee Self Service** (**ESS**).
* Implementation of new **ERP** system; **Oracle** based (**HRIS**) for Employee Relations and Payroll.
* Provide support to end users of the HRIS: Act as first person of contact for HRIS related requests and provide help desk assistance and support.
* Working with the PRO, ensuring all visa/government and legal/compliance requirements are fulfilled in timely manner.
* Assist with special projects as necessary and oversee day to day HR operations.

**SENIOR HR OFFICER**

Nehmeh Group of Companies – Doha, Qatar  **2010 – 2013**

* + - * Facilitate companywide performance objective setting, mid-year review and end of year review to meet Performance Management cycle timelines.
      * Design and develop **Training Calendar & Budget** for all type of training programs, for the year ahead for all designations within the company, according to the needs of the business.
* Develop and implement suitable sourcing and recruitment strategies.
* Coordinate with external training providers for conducting trainings for required employees.
  + - * Ensure all Job Descriptions are kept up to date; create new JDs as and when necessary.
* Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by workers.
  + - * Implementation of new **ERP** package **Microsoft AX Dynamics** which includes Recruitment Administration, Employee management, leave administration, Terminal Benefits, Air ticket administration, Attendance management etc.
      * Coordinate with related departments in complying with ISO Quality Management requirements and facilitate measurement of various HR activities and its proper recording.

**HR EXECUTIVE / TRAINING SUPERVISOR** [JCI Accredited Hospital]

Al Ahalia Medical Group – Abu Dhabi, UAE **2008 – 2010**

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* Assesses training needs and organize the training include: review the list of participants, distribution of materials and training, monitor trainee in training, support trainer in training.
* Developing Recruitment plan and assisting in preparation of manpower budget.
* Develop and implement suitable sourcing and recruitment strategies in order to meet the staffing needs.
* Oversees the functioning of the Human Resources Department and ensure effective co-ordination of various activities, to achieve optimum efficiency of the department.
* Reports to the Manager on salary revision when due or necessary as per exigencies of the situation.
* Develop standards of performance, evaluates performance, initiates and makes recommendations for personal actions.
* Advising managers on organizational policy matters such as equal employment opportunity, promotions, and recommendations and recommend policy developments accordingly.
* Conduct regular internal audits as a part of JCI & ISO accreditation.

***AREAS OF EXPERTISE***

Human Resources Strategies Employee Relations Compensation & Benefits

Personal Management Policies & Procedures Retention Strategies

Recruitment Strategies Performance Mgt. System Administration & Payroll

***TRAININGS OBTAINED***

* Interpersonal Communication Skills
* Total Quality Management Training in UAE.
* JCI Standard Trainings in India & UAE
* Supervisory & Leadership Skills Training
* Training Need Analysis training in Qatar.
* ISO Internal Auditor Certification
* BLS & Fire Marshal Training – Qatar Civil Defense.

***ACADEMIC QUALIFICATION***

* **MBA** – **HR**, Mahatma Gandhi University
* **Bachelor Degree in Commerce**, Kerala University

***PERSONAL INFORMATION***

* Date of Birth : 07th August 1984
* Nationality : Indian
* Civil Status : Married
* Gender : Male
* Languages known : English, Hindi, Malayalam & Tamil
* **Visa Status : Transferable – (NOC Available)**

***REFERENCES (furnished upon request)***

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