**CURRICULAM VITAE**

VIVEKANANDAN

[VIVEKANANDAN.373640@2freemail.com](mailto:VIVEKANANDAN.373640@2freemail.com)

Objective

To obtain the position of a HR MANAGER where I can leverage my 25+ years of experience, education, critical thinking and management skills to contribute to the overall development and success of the organization.

Strengths

* Ability to effectively organize, prioritize and execute on Business Support initiatives to enhance corporate performance.
* Ability to understand market dynamics for assigned customers and industry overall and share customer market view and business information with teammates.
* Ability to provide strategic, sophisticated, results-oriented business advice and work product
* Strong interpersonal and leadership skills with the ability to motivate a team.

Work Experience

**EXPERIENCE : 28 Years (23 Years in UAE)**

# HLG CONTRACTING Co. LLC, Dubai

(A leading IS09002 Construction Company in UAE)

(From August 1994 to May 2003) & from August 2005 to September 2017

**Position: HR Manager**

# Al Sahel Contracting Company LLC.

(A leading IS09001:2000 Contracting Company in UAE)

(The Khalifa Juma Al Nabooda Group)

From May 2003 to August 2005

**Position: Personnel Officer**

# Sreevatsa Tube Corporation, India.

(A leading Commercial concern in Madras, India).

September 1989 to June 1994

**Position: Debt. Collector**

* **Key responsibility areas:**

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| **Key Accountabilities** | **Key Actions** | **Measures** |
| Managing HR data base to generate data & analytical reports for compensation & benefits administration and other related personnel administration. | * Regular follow up with IT for implementing new systems in ERP, problem solving, snags clearance etc * Design formats for reports according to the analytical purpose * Liaise with IT executive in HR & Admin department for continually improving ERP efficiency * Bring out improvements in ERP system * Reduce time delay for HR data reports | * Improvements in ERP system * Reduce time delay for HR data reports * New system implemented * All employee reports available for C&B administration purpose |
| Oversee the appraisal of daily paid employees, pay & benefits administration of staff in order to implement the compensation & benefits scheme consistent with HLG policies. | * Coordinate with all locations and the appraisal team for records of daily paid employees’ appraisal and update the records * Prepare increment reports for tradesmen and labors | * Performance appraisal & feedback * Wage revision proposals * Increment and bonus reports * Employee satisfaction levels / retention trends |
|  | * Prepare bonus report for staff. * Prepare confidential personnel reports |  |
| Monitoring Manpower costs & forecast in order to provide for HR budgetary control | * Prepare manpower status reports * Prepare periodical manpower forecast reports * Prepare the budget for labor & immigration department activities * Prepare labour cost reports | * Work force Status Reports – Trade Wise, site wise, division wise. * Manpower forecast summary reports (Quarterly/Half yearly) * Budget (Yearly) * Periodical labour overhead costs |
| Administering employees’ residency status and employment contracts to ensure legal compliances and response to employees’ needs. | * Oversee proceedings on passport renewal and borrowings * Respond to queries from banks, labor office and police department * Review leave extension requests and recommend actions * Oversee timekeeping activities * Monitor gate pass issuance for specific projects * Follow up absconding / long leave employees’ status & take action as per UAE law * Supervise contract renewal of employees on time | * Timely passport renewal * Minimize penalties on labor related issues * Quick disposal of leave extension requests * Timekeeping audits & seminars * Penalties from labour/immigration are controlled |
| Processing the superannuation plans / benefits of Staff as per the employment contract to ensure the benefits as per HLG C&B Structure. | * Brief the employees about the benefits scheme, hand over the handbooks and collect filled in forms * Information of new joiners in the scheme and inactive staff provided to BCT(Bank Consortium Trust) on weekly basis for action * Coordinate with F&A and ensure the processing of superannuation benefits for staff on International contract, as per agreed terms | * Feedback of employees * Timely enrollment of employees on international contract in the superannuation scheme * No delay in end of service benefit processing of employees |
| Monitoring the WPS (Wage Protection System) to ensure compliance with labor regulations and improvement of welfare | * Coordinate with F& A for timely transfer of wages through the system * Coordinate with waseela (service provider) to issue ATM cards to employees * Closely monitor the card issuance and the services utilized to regulate the payment * Respond any queries received from camps / F&A related to wages disbursement | * Timely wages for employees * ATM cards issued for all active employees * Timely cancellation of inactive employees’ cards |
| Administer the Life / Medical insurance processing of the employees to provide insurance cover as per HLG policy | * Handle life insurance and personal accident cover for staff * Prepare employee details as per the insurance provider’s requirement and forward to the insurance desk for processing the medical coverage * Process the credit/debit notes and facilitate the payments to insurance companies | * All employees covered under Life/Medical insurance as per C&B structure * Timely employees status alerts to Insurance Section & Insurance Providers * Penalties from Health Regulations avoided / reduced |

* Computer Proficiency

Proficient in spreadsheet Application (MS Office)

ERP

Proficient in use of HRIS

MS Word, MS Excel & Power Point

### Seminars / Conferences Attended

* ***Essentials of Team Building*** – Successfully completed the program, conducted by Dubai Quality Group, Government of Dubai.
* ***Winners Don’t Do Different Things, They Do Things Differently*** – Attended the seminar conducted by Right Selection Event Management. The faculty is Mr. Shiv Khera.
* ***“Leadership and Personality Development”*** Program – Attended six days in- house seminar – conducted by Prof. C.F. Joseph (Born To Excel Institute – Dubai)
* ***Compensation and Benefits Forum –*** Attended 2 days program – conducted by Tower Watson.
* Education Qualifications

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| * MBA in HR from Indira Gandhi National Open University, Dubai. * Post Graduate Diploma in Human Resource Management from Indira Gandhi National Open University, Dubai. |
| * Bachelor of Commerce from Madras University. |
| * Personal Information * Nationality : Indian * Date of Birth: 18.06.1967 * Marital Status : Married with a Son * Languages known : English, Tamil, Hindi, Malayalam |