**CURRICULAM VITAE**

VIVEKANANDAN

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
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| 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
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|  | * Prepare bonus report for staff.
* Prepare confidential personnel reports
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| 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
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| 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
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| 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
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| 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
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| 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
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* 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.
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| * Bachelor of Commerce from Madras University.
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| * Personal Information
* Nationality : Indian
* Date of Birth: 18.06.1967
* Marital Status : Married with a Son
* Languages known : English, Tamil, Hindi, Malayalam
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