Shabin

*Doha, Qatar.*

*shabin.374967@2freemail.com*



***MBA – Dedicated HR professional with 7+ Years of experience in Human Resource Administration and Operations activities. Seeking an opportunity to utilize my career experience, skills and education to contribute to the employer objectives, profitability and success for the company, to enhancing my personal skills & gaining maximum knowledge during my tenure.***



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| --- | --- | --- |
| ***CORE EXPERIENCE:*** |  |  |
|  |  |  |  |
|  | HR Generalist | Performance Management |
|  | Talent Acquisition, Staffing | HR Reporting & Analysis |
|  | Payroll & Timesheet Process | HR Policy & Procedures |
|  | Compensation & Benefits Admin | Client & Vendor Services |
|  | Employee Welfare & Relations | Human Resource Information System |
|  | Onboarding, Induction & Training | ERP HR Systems & MS Office Proficient |
| ***SUMMARY OF SKILLS:*** |  |  |



* Strong organizational, administrative and time management skills
* Excellent planning, coordinating, and job prioritizing skills.
* Effective Working relationships, Adaptability, Self-Motivated & Hard Worker.
* Ability to work under pressure and handled multiple tasks.
* Able to maintain confidentiality of sensitive data, files, records, conversations, etc.
* Carryout safe administrative duties and preserve all the records, files and documents confidentially.
* Demonstrated ability to work appropriately with confidential information.
* Skilled in Maintaining database and drafting the reports.
* Adherence to departmental policies and procedures.
* Computer system software, ERP and operations troubleshooting.
* Good understanding on Qatar labor laws.

***ORGANIZATIONAL EXPERIENCE:***



**Alchemy Techsol India Pvt LTD.**

**Bangalore, India.**

***(Jan 2015 – Jun 2017)***

* Assist with day to day operations of the **HR functions & duties** of all the Internal & External Employees.
* Provided **high level HR administrative & Operations support** to all the project based Employees located in **India,**

**Dubai, Bangladesh, Srilanka & United States.**

* Involved in **End to End Recruitment activities** – Posting Ads, Sourcing, Screening, Scheduling, Selection, Salary Negotiations, Offer Release, Follow-up, On-boarding, Documentation, BGV & Training activities.
* Maintained & update the record of all the employees globally such as **Personal details, Project details, Salary** **details, Passport & VISA details, NSN, Insurance, Incentive, Allowance, Overtime, Yearly Bonus, department Changes, Grade changes, Terminations etc.;** of all Business Units in HRMS tool.
* **Handled payroll process** and provided inputs to finance team like Hourly / Weekly Wages, Monthly Salaries,additions, deletions, Loss of Pay, Comp off, Salary Arrears, Vendor Payment, Deductions, Incentives, bonus etc.
* **Coordinate with Finance / Accounts team** to validate & process the Employee Timesheets, Invoice, VendorBillings and Purchase orders.
* Administrating the **Organizational Employee Benefit Programs.**
* Coordinate with the Management for **New Hiring plan** and **Manpower Budgeting**.
* Prepared **Job description** for new positions, Posting Ads and managed hiring process.
* Exposure in **Job Analysis & Job classifications.**
* Developed **compensation structure, Incentive plan and Bonus**.
* Responsible for execute the Annual **Performance Appraisals** of all the Employees.
* Managed Performance Appraisal process linked to reward management and career growth.
* Mentoring and counseling employees.
* Attendance & Leave Management.
* Control Absenteeism & Attrition.
* Handled **Employees Grievance,** all statutory related queries and settlement formalities for resigned employees.
* Experience in organising Classroom training and online training programs (**WebEx / Skype for business)**
* Determined **organization’s training needs** to meet business objectives.
* Performed training need analysis across all business units.
* Professionally participated **in Face to Face client meetings, Project Managers Meetings, Conference calls** and Prepared **MOM & Meeting notes**.
* Regularly Managed & Monitored the performance of Recruitment Agencies / Vendors.
* Assist the Management & Stakeholders with **HR analytical data and reports.**
* Monitoring & Maintaining the **HRIS systems.**
* Good exposure in **ERP HR Systems, Oracle HRMS R12, MS Excel functions like cleansing data using shortcut keys,**

**Vlookup /Hlookup, formulas, Pivot tables, dashboards etc.;**

**Source One Management Services Pvt LTD.**

**Bangalore, India**

***(Nov 2009- Jan 2015)***

* **Responsible for Day to Day Human Resource Administration, Talent Acquisition, Benefits Administration, Training & development, Payroll and other general HR activities.**
* Involved in regular Interact with the Hiring Managers, Project Managers on regular basis for hiring plan.
* **Sourcing and Screening** candidates through various channels–Naukri, Monster, Linked in, references, In HouseDatabase **(Hire Craft).**
* Job posting, Mass Mailing, coordinating and Organizing **Mega Walk ins**.
* Collecting job applications through various means and short listing the same as per job descriptions.
* Verify their credentials and conduct initial rounds of interview.
* Negotiated on the selected candidates on expected billing rate in range with the rate cap.
* Convincing the candidates on the respective offers, terms and conditions of the firm.
* Involved in **Onboarding process of the candidates**.
* Arrangement of **Induction / Training programs** for all newly hired employees.
* **Inducting new joiners** to smoothen their transition on Organization Culture, Office Working norms, introductionto company policies and guidelines for functioning in the organization.
* Preparing & maintaining the records of **New hires & Terminations.**
* Responsible to take care of all **Employee database, joining formalities, BGV & exit formalities**
* Verification of Documents and initiating the **BGV process**.
* Prepared & Issued **Offer letters, Appointment letters**, Increment letters, Salary Slips, Relieving Letters and Experience Letters to employees.
* Administered **Employee benefit plans, compensation and insurance plans** to new employees as well as resolving issues with current employees.
* Maintain Database of **Compensation revision, variable payout, Incentives, Bonus** and any other payments in HR system.
* Sending Confirmation & payment inputs to payroll team.
* Managed and successfully completed **the various training / Up skilling learning programs**.
* Responsible for planning & arranging the training locations, classroom arrangements, hardware & supporting software and other facilities required for the training program.
* Issuing training offer letters & certificates to the resources after completion of the training.
* **Monitoring & Maintaining the HRIS systems.**
* Involved in preparing **MIS reports - MMR (Monthly Manpower Reports), New hire Report, Monthly attrition** **Reports** etc. to the management team.

***ACADEMIC QUALIFICATION:***



Master of Business Administration (**MBA**) - Human Resources and Marketing from KSR college of Technology, Affiliated to Anna University, Chennai (2006-2008) with 68%.

***TRAININGS & MAJOR PROJECTS UNDERGONE:***

* Undergone functional Training in **Oracle HRMS e-business Suite- Version R-12** in the year 2015.
* Study on “**Effectiveness of Training and Development”** exclusively with employees of HDFC STANDARD Life Insurance Co Ltd, Chennai in the fulfillment of Human Resource project.
* Study on “**Employee’s Welfare”** with employees of Bharat Heavy Electricals Ltd (BHEL), Ranipet as a part of Human Resource project.

***TECHNICAL CAPABILITIES***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | *Advanced MS Excel – Dashboard, Pivot Table,* |  |  | *IBM CSA, SAP Field glass* |  |  |
|  |  | *Vlookup, Hlookup, Data Validation, Formulas.* |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | *Oracle HRMS–e business Suite- Version R-12,* |  |  | *MS Office Suite 2007 / 2010 - MS Word,* |  |  |
|  |  |  | *Hirecraft* |  |  |  | *PowerPoint, Excel. SQL* |  |  |
|  |  | *Oracle Discoverer Plus* |  |  | *OS: Windows XP /2007 /2010* |  |  |
|  |  |  |  |  |  |  |  |  |
| ***ADDITIONAL INFORMATION:*** |  |  |  |  |  |  |
| Full name |  | : Shabin  |  |  |  |
| Present Location | : Doha, Qatar |  |  |  |
| Willing to Relocate | : Yes |  |  |  |
| Notice Period | : Available Immediate |  |  |  |
| Expected Salary | : As per Company Standard |  |  |  |
| Marital Status | : Married |  |  |  |
| Date of birth | : 28th August, 1985 |  |  |  |
| Place of birth | : Kannur, Kerala |  |  |  |
| Nationality | : Indian |  |  |  |
| Languages Known | : English, Hindi, Malayalam, Tamil, Kannada. |  |



***DECLARATION:***

*I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.*

***Place: Doha, Qatar***

***Date:***

***(Shabin )***