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 **CAREER ASPIRATION**

Maintain highest standards of core competency in professional and personal conduct and constantly strive to innovate in highly rewarding career, while aligning with the organizational goal.

 **CAREER SYNOPSIS**

Enriched **7.8 Years** of Administrative & HR Generalist experience building up an organization culture and employee harmony with specific skills, and experiences in assignments include:

*Manpower reports/Emiratization, Documentation/Record Management System, coordinate & schedule meetings, drafting correspondences, team assistance & coordination and resolve administrative challenges/queries*.

*Employee Relations, Performance Management, Compensation& Benefits, Manpower Planning, Training, HR Administration, and HR Audit.*

**WORK EXPERIENCE**

***Office Administrator - Abu Dhabi Marine Operating Company ADMA-OPCO (1 March 2015 – 4 October 2016)***

Abu Dhabi Marine Operating Company is a part of ADNOC, a major producer of oil and gas from the offshore areas of the Emirate of Abu Dhabi. Being a pioneering petroleum company it has completed over 50+ years of oil and gas production.

**Job Duties & Responsibilities:**

* Preparing correspondences: memos, email, circulars, file notes.
* Maintain soft copies of all correspondences in Document Tracker as an internal database.
* Maintain files/documents through filing and record management system and diaries.
* Coordinating with team members pertaining to management reports/requirements.
* Schedule onboard employees for General Service Division Orientation.
* Handling reports: weekly report, safety returns, manpower reports.
* Handling telephone calls, schedule meetings maintain diaries.

**Accomplishments:**

* Created document tracker for easy & quick reference.
* Appreciation from Business Development Team in effectively managing & allocating manpower positions/database and contributing towards Emiratization Program.

***Human Resource Executive* -*Mahindra Holidays & Resorts India -Coorg (10 April 2009 to 30 No*v *2014)***

**Job Duties & Responsibilities:**

*Manpower planning & budgeting*: Assist the HR Manager in effective Manpower Planning /Budget in coordination with department heads.

*Recruitment, Induction & Orientation*: Sourcing candidates through job portals, employee referrals, local job fairs & references. Conducting preliminary interview and line up candidates for further interviews.

*Joining process for New Joiners*: Inducting the on-board employees, orientation of the property and resort team further scheduling them for departmental induction.

*Compensation & Benefits:* Handling region’s Payroll, Attendance & Leave Management. Coordinating with corporate team for final payroll processing.

*Performance Management*: Assisting the HR Manager in building and reviewing KRA for all employees based on the company’s Balance Score card, maintaining the performance review data base and assisting the corporate team in developing Performance Summary.

*Employee Delight*: Introducing & implementing employee engagement activities. Empowering the team by conducting Quality meetings, Key Employee meetings. Motivating the employees through MeMM (Make Every Moment Magical stories) & guest feedbacks.

*Employee Relation*: Handling grievances of employees pertaining to payroll & benefits, workplace, accommodation & transportation, Cafeteria.

*HR Audit*: Personal file management, statutory documents & files, attendance & payroll, Security department functions by developing checklists.

*Communication*: Conduct meetings & preparing minutes and follow up, handling routine employee queries, liaising with manpower contractors pertaining to contract employees & corporate team for HR queries/policies/SOPs.

*Correspondences*: Preparing & compiling reports and issuing appointment letters, confirmation & appraisal letters, warning letters to employees. External correspondences/letters to clients, labour department & statute bodies.

*HRMS:* Documenting & maintaining the personal files of employees. Creating database & managing employment cycle of employees in SAP. Maintaining high level of confidentiality in HR information security areas. Maintaining HRMIS report in the form of excel as a quick access/reference for resort & corporate team.

*Statute & Licenses*: Updating the Labour & Hotel operations license, renewal/amendments.

*Training:* Assisting the Training Manager in maintaining training reports. Ascertain the Training analysis needs, developing skill matrix for the team & organizing training accordingly.

*Corporate Social Responsibility*: Setting result oriented & sustainable CSR objectives. Specifying monthly & annual planner, liaising with government bodies, NGOs to implement the activities. Documenting the activities as ESOP (Employee Social Options) template.

*Sustainability*: Preparing error free data reports based on the Sustainability Indicators (standard variables) to Mahindra sustainability cell. Key Coordinator of GRI Sustainability audit.

**Accomplishments:**

* Awarded as the “Best Employee of the Month” in the year 2011.
* Developed retention strategies by redesigning shift/working hours, TAT grievance process and employee empowerment.
* Awarded the Sustainability Champ for initiating sustainable practices in the resort & error free reports/indicators.
* Leader in steering the committee and creating new initiatives aligned with the Organizational objective-ESOPS (Employee Social Options).
* Driving the Credo of the organization ***“Make Every Moment Magical”*:** identifying, writing/narrating motivational stories of employees who goes extra mile to serve the guests.
* Appreciation mails from Corporate Team for sending error free HRMS reports on timely basis.
* Recruited potential candidates through local/internal employee reference and filled the aged vacant positions within Turnaround Time.

***Recruitment Specialist- Team Lease Pvt Ltd Bangalore-(29 September 2008 to 1 March 2009)***

* Worked for assignments in Contractual / Temporary Staffing. Apart from sourcing candidates from Job Portals, Team Leader Networks, head hunting and candidate referencing.
* Preliminary interview and organize further interviews with the client.
* Database management of candidates.

**Accomplishments:** Appreciation from Team Leader for cracking the recruitment project ageing 100 days closed in one shot.

 **COMPETENCIES**

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| **Linguistic Proficiency** | English, Hindi, Kannada, Urdu, Tamil, Malayalam, Arabic ( Basic) |
| **Technical Skills** | Oracle HRMS,Maximo,SAP, Adrenalin, MS Office |
| **Hobbies/Interests** | Learning languages, Adding twist to kitchen recipes. |

 **QUALIFICATION HIGHLIGHTS**

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| **EXAMINATION** | **YEAR** | **AFFILIATIONUNIVERSITY** | **INSTITUTE** |
| MBA Major: Human Resources Dual Subject: Marketing | June 2006-May 2008 | Mangalore  | Srinivas Institute of Management Studies |
| Bachelors of Science(Microbiology) |  June 2003-May2006 | Mangalore  | Field Marshall K.M Cariappa College  |
| Physics, Chemistry,Maths, Biology |   June 2001-May 2003 | Karnataka Board | Kodagu Vidyalaya School Pre- University(12th Grade) |

**University/College Awards & Recognitions:**

* Participated in HR games and mock press in management fest at Kannur University & CROSSROADS 2008 a management fest in Mangalore University – Ice breakers, HR case studies, mock press, and HR communication games.
* College Mangalore.
* Stood second in marketing exhibition in MBA course – presenting on the topic “Importance of Packaging in the current market scenario”.
* Served as member of Srinivas Gavel club (English Communication - Toastmasters Club).

**PERSONAL DETAILS**

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| **Nationality** | Indian |
| **Date of Birth** | 22nd Dec 1984 |
| **Civil Status** | Single |

**CONDUCT REFERENCE**

Can be furnished upon request.