**SAFIUR**

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Myself: **Generalist Human Resource** | Innovative Consultant Enterprise, Chennai | **20+ Yrs**. |

**MBA in Human Resource** from University of Madras and **B.Sc**. **Computer Science** from University of Madras

Location preference: **United Arab Emirates** | **Singapore**

**Profile Summary:**

**20+ years of experience** as a **Human Resource Professional** successful at **ASIAN**and **GULF**countries in a **Conglomerate corporations in INDIA, United Arab Emirates, Singapore** as Human Resource **Director, Business Partner, Talent Acquisitionist, Generalist**. Areas of **expertise** include **Blue & White collar jobs** ranging **from Civil Construction to Electro Mechanical, Power Projects, Elevator Engineering, Bulk Commodities Trading, FMCG, Automobile, Information Technology, Retail, Consultancy, Real Estate and Facilities Management**

* Proficient in **Microsoft office and ATS application and software**. Experience in **Workday, HRIS, ERP & SAP systems**

**Skills:**

* Compensation Benefits &Payroll
* Employee Engagements & Relation
* Review and Update of HR Systems
* HRIMS and HRIS
* Induction and Separation
* Statutory Compliance
* ISO Standards
* Performance Management Systems (PMS)
* Talent Acquisition
* Training & Development
* Vendor Management

**Work Experience:**

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| --- | --- |
| Year | March 2012 – Current |
| Designation | **HR Generalist** |
| Company | Innovative Consultant Enterprise, Chennai India |
| Industry | Consultant – Agency www.iceintl.my-free.website |

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| Year | June 2009 – February 2012 |
| Designation | **HR Business Partner** |
| Company | Star Bulk LLC, Dubai United Arab Emirates |
| Industry | Bulk Commodity Company www.starbulk.ae |

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| Year | February 2008 – April 2009 |
| Designation | **HR Generalist** |
| Company | Stellar Global PTE LTD, Singapore |
| Industry | Trading & Shipping Company www.tradeline.ae |

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| --- | --- |
| Year | 2002 – 2008 |
| Designation | **HR Talent Acquisition Manager** |
| Company | Government PORT of Ajman, United Arab Emirates |
| Industry | Government of AJMAN www.ajmanport.gov.ae |

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| --- | --- |
| Year | 1995 – 2002 |
| Designation | **HR Senior Manager** |
| Company | Emirates Trading Agency |
| Industry | Corporate Company with Multi Business www.etaascon.com |

**Responsibility:**

**Execution of HR Service Delivery**

* Partner with other HR Generalists, Talent Acquisition and Development, Total Rewards and Communication to determine needs and solutions that drive a performance management culture.
* Organizational leadership and insight.
* Support leader development including day-to-day coaching as well as training.
* Guidance and helps prepare the organization to effectively manage change.
* Facilitate business process redesign, creation and implementation.
* Supervision and expertise to managers enabling adherence to processes around Workday thereby driving data accuracy.
* Implement services, policies and programs.

**Performance and Talent Management:**

* Implementation of Performance Management and coaching leaders to effectively utilize processes and tools.
* Supports managers with the implementation of routine performance management processes with a focus on the development of SMART objectives.
* Participate in discussions about improving performance and may assist in creating individual development plans. Ensures all documentation is maintained.
* Lead the business groups' succession planning and talent management processes.
* Assist with carrying out of company-wide process of Talent Management that address succession planning, workforce development; key employee retention and change management.
* Contribution with employee communications and feedback through company meetings, surveys, focus groups, and one-on-one.
* Support with company-wide committees including wellness, culture, communications, etc.

**Talent Acquisition:**

* Partner with the Talent Acquisition team by assessing talent for client groups as needed.
* Ensures all postings follow consistent practices.
* Reinforces recruitment policies regarding agency rate schedules and expectations.
* Assists in the development and implementation of creative recruiting programs.
* Conducts recruiting planning meetings when needed staff is identified and serves on employee selection meetings.

**Employee Relations:**

* Information and advice regarding complex employment practices, corporate and divisional policies and procedures, benefit programs, time & attendance rules, and other HR-driven processes.
* Evaluate business groups' adherence to such requirements and provide guidance and feedback.
* Recommend and implement changes to practices, requirements, as appropriate.
* Conduct exit interviews, and lead employee dispute resolutions for their business group.
* Partners with management to communicate HR policies, procedures, programs and laws.
* Recommends ER practices necessary to establish proactive employer-employee relations and promote a high level of employee morale.
* Identify trends and proactively develop programs to improve employee relations.
* Implement consistent processes and practices.

**Special Programs:**

* HR representative on designated cross-functional teams (ex. Rewards & Recognition team).
* Independent responsibility for other programs.
* Work with designated person to plan and organize site employee activities and special events.
* Lead HR projects.
* Ability to provide both verbal and written information clearly, succinctly, and persuasively, as well as ability to influence others.
* Capacity to understand people issues in the context of the bigger picture and business acumen as well as how the business balances and creates profit and value.
* Reach agreements and consensus despite differing goals and priorities.
* Acts as a resource for colleagues with less experience; may lead projects with manageable risks and resource requirements.
* Solves complex problems; takes a new perspective on existing solutions; exercises judgment based on analysis of multiple sources of information.
* Requires in-depth knowledge and experience within HR discipline; works independently and receives minimal guidance from leadership.
* Research methods effectively, including data collection, diagnostic, and analytical skills.
* Supports Directors as well as business partners; supports more than one site with dispersed populations of employees.
* Knowledge of best practices and how own area integrates with others..

**Professional Experience:**

* Good working knowledge of employment laws and practices.
* Experience in the multiple disciplines of HR including staffing,administration of benefits and compensation programs, talent management as well as other HR programs.
* Project Management experience preferred.
* Experience with ATS and other HR People Management systems.
* Strong MS Office software experience required.
* Database management and record keeping.
* Analytical capability with respect to compensation plans, internal equity, and problem solving as it relates to conflict resolution and employee relations matters.
* Excellent communication, interpersonal, and analytical assistances.

**Education:**

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| Qualification | Major |  | Place |
| Master Of Business Administration | **Human Resource & Marketing** |  | Chennai - India |
| Bachelor Of Science | **Computer Science** |  | Chennai - India |

**Diploma and Certificate:**

**APGDCA**(Honours) Advance Post Graduate Diploma in Computer Application, **MCP**

**Passport**: Valid **Indian Passport**

**Driving Warrant**: **UAE, Singapore, India**

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