**L I N J O**

**Email:** **linjo.388044@2freemail.com**



**HUMAN RESOURCES PROFESSIONAL**

**BUSINESS PROCESS - POLICY DEPLOYMENT - PROCESS REENGINEERING - SAP SOLUTION IMPLEMENTATION**



**PROFILE SUMMARY**

To pursue a demanding HR Generalist profile in a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum, alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

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| **SKILL SET** |  |  |
| Recruitment, Staffing & | Confidential Correspondence and | Staff Training, Development, and |
| Onboarding formalities | Data Processing | Management |
| Payroll and Attendance | Labor Law and Regulation | Compensation & Benefits |
| Administration | Compliance | Administration |
| Policy Development & | Job Description Review & | Regulator Reporting and |
| Implementation | Writing | Communications |
| Meeting / Event Planning | Human Resource Reporting | Document Creation and Maintenance |
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| **PROFILE SUMMARY** |  |  |

* Driven HR Generalist with **3.5 Year**, in setting the backbone and direction for HR in Policy Deployment, Performance Appraisal, Talent Management, Compensation and workforce analytics
* Excelled at recruitment, Training & Development that draw and retain technical talent as well as ensure appropriate staffing levels for daily operations and rapid growth initiatives
* Partnered with counter parts in developing holistic and tactical solutions for key business strategies
* Experienced in Job Descriptions, Job Evaluations, Compensation Benchmarking, Succession planning, Training Plan, Time Administration & Payroll Administration for white and Blue collars, Project Management, Costing, Ergonomics
* Skilled Change agent, creative thinker & decision maker who effectively balanced the needs of employee with the missions of the Organisation; restructured recruitment policy as per the business environment in the present company
* Deft at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment, promoting employee communication across the Organisation



**WORK HISTORY**

* **Khalid Al Attar Group Dubai UAE, Head – Human Resources, Oct 2018 – Jan 2018**
* **Nasser S Al Hajri & Partner Co. Kuwait, Associate – Human Resources, May 2015 – Dec 2017**
* **The Accounting Solutions India, HR & Admin Officer, Aug 2014 – Apr 2015**



**PROFESSIONAL EXPERIENCE**

*Recruitment, Resource Onboarding and Man power mobilization strategies*

* Manpower Analysis
* Recruitment firms/agency communication
* Negotiations with stake holders
* Redesigned and delivered the company induction mechanism
* Recruitment strategies to meet staffing requirements
* Organised recruitment campus programs & recruitment drives for effective bulk placement and database generations across geographies
* Induction/Orientation Programmes
* Managing employee transfers and implementing new strategies like relocation benefit program, relocation assistance program, transfer orders, compensation re-fitment, etc.,
* Effectively monitoring plan transitions activities related to Human Resources

**L I N J O**



*HR Reengineering & Change Management*

* Identifying key concepts of reengineering managerial processes in general, and engineering HR in special
* Identifying the methodology of reengineering managerial processes, and the related steps and stages
* Training for the way of using managerial processes reengineering concepts in recreating and re-operating HR
* Training for applying the methodology of reengineering in HR management processes

*Management Information System Reports*

* Manpower Analysis
* Wage Comparison
* Time Management reports such as Attendance Vs Productivity, Overtime Hours, Incentive Hours, etc.,

*Employee Development & Performance Management System*

* Developed and delivered a PMS model incorporating 360 feedback
* Conducted Training Needs Analysis for business units as required.
* Training calendar
* Career Planning and Succession Planning strategies
* Confirmation, yearly and re-fitment appraisals, evaluation of scores and final discussion

*Enterprise Compensation Management*

* Evaluation and Fixture of Pay Scale based on Scale type, Scale Area, Group and level,
* Salary corrections based on the Performance Appraisal and Normalization pattern

*Separation, End of Service and Full & Final Settlement Strategies*

* Administered the downsizing without disrupting the Organisation during the recession
* Made the focus participate in the taking decision to downsize
* Matched the focus of manpower reduction to corporate strategy
* Encouraged retaining critical talent by one on one counselling
* Developed a post-downsizing manpower deployment plan

*SAP Experience:*

* Super User and Core-Team Personnel for overall SAP HR Solutions
* Handled AS-IS, Business Blueprint, Testing the solution, Legacy Data Migration, Go-Live & Application Maintenance
* Possess excellent process knowledge and functional solution knowledge towards Material Management (Procurment, Stores, Inventory), Equipment & Tools Management, Plant Maintenance, Daily Project Progress Monitoring and Productivity Monitoring



**EDUCATION**

* **Masters in Business Administration** (Human Resource & Finance), Kerala University, 2014
* **Bachelor of Business Administration**, Kerala University, 2012
* Higher Secondary (Pure Science), SVGV Higher Secondary School, Nalkalikal, 2009
* The Secondary School Leaving Certificate, NSS B.H.S, Pandalam, 2007

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| **PERSONAL DETAILS** |  |
| **Name:** | Linjo  |
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| **Nationality:** | Indian |

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| **Date of Birth:** | 09 Oct 1991 |
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| **Languages Known:** | English, Malayalam,Tamil, Hindi, Arabic (Basics) |

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