**Aarti**



Email: aarti-397802@gulfjobseeker.com

Personal Details:

Indian

Female | Married

**Senior HR Manager**

*Dedicated Associate Member of CIPD with demonstrated experience in HR business partnering, Performance management, compensation and benefits and end to end employee relation. Effective leader with a determination in proactive leadership to achieve success for several teams. Maintains a drive to align employee needs with company expectations to boost morale and productivity within the working environment. Motivated in producing quality teams through strategic employee selection and comprehensive training and development.*



**AREAS OF EXPERTISE**



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| ▪ | Employee Relations | ▪ | Change Management | ▪ UAE Labor Laws & Compliance |
| ▪ | Performance Management | ▪ | Budget Planning | ▪ | Training & Development |
| ▪ | Program Implementation | ▪ | Organizational Design | ▪ | Business Partnering |
| ▪ | Organization Design | ▪ | Total Rewards | ▪ | Recruitment |



**PROFESSIONAL EXPERIENCE**



**Head of Compensation & Benefits/HRBP** |Dubai, UAE 2016-17

Oversaw compensation and benefits of employees at multiple locations to provide exceptional HR services. Created a more developed job design process to reach more qualified candidates with enhanced job descriptions and evaluations. Conducted research within the market to apply data to a new and more efficient grading structure. Prior to undergoing company mergers, organized the HR due diligence process to ensure seam less transitions. Shaped policies to match expectations for UAE Labor laws. Enforced a lean structure while overhauling architecture for the Sales Organization.

HRBP Activities

* Drove key issues, HR strategy, succession planning, talent pipeline and involvement in future strategic projects, conducted organizational reviews of each business unit with a view to identify efficiencies.
* Partnered with Line managers and supported with the implementation of the business plans, highlighting potential HR related business opportunities or weaknesses.
* Provided education and support to line management in the areas of talent and leadership development, performance management, reward policies and practices, Budgeting and Head Count Costing.
* Analyzed the existing gaps in the organization and suggested recommendations to the senior department leaders in the organization
* Ensured adherence to labor and employment laws
* Played a key role in supporting the business on change management approaches and activities.
* Identified the training and development needs of staff and drove the effort to evaluate training effectiveness working with the management team.
* Supported the Shared Services team with budgets and employee cost implications.

**Aarti**



***Key Achievements:***

* Drove projects for HR transformation such as the transfer of sales distribution to a distributor and Supply Chain Reorganization.
* Directed all aspects of the Manpower Planning Budget to avoid delays and discrepancies.
* Steered the operations for Management Inventive Plans, Rewards and Recognition, Pay for Performance, and a total reward agenda and additional motivational employee agendas.
* Directed an improved payroll and compensation system throughout the organization.
* Introduced the medical insurance policy for business and manufacturing facilities.
* Introduced the Performance management matrix(bell curve) for balanced payouts
* Delivered HR expertise to office leadership during the Joint Venture and NFPC Oman business.
* Lead the Oman NFPC Business Unit and Joint Venture and managed end to end HRBP services.

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| **HR Consultant** | Imagine FZ LLC, Dubai, UAE | 2015 |

Assembled policies for the Administration and HR departments. Maintained full control of talent acquisition and integration of new hires to familiarize employees with the full scope of job expectations. Conducted research within the facility to present a comprehensive grading structure. Applied recruitment knowledge to evolve job descriptions and evaluations.

***Key Achievements:***

* Established a functional salary format and determined appropriate awards and benefits for appropriate levels.
* Successfully enabled a Total Reward Philosophy and HR Governance Framework to assist in building an effective organizational plan of action.
* Developed a Recruitment and retention process.

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| **Compensation & Benefits Manager (2009-2015)** |Mondelēz International |  |  |
| (Previously Kraft Foods), Dubai | 2001 - 2015 |  |
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Responsible for the compensation and benefits of the Middle East (Gulf, KSA, Pakistan and Developing Markets), promoted compensation tools and processes to achieve company expectations and boost performance. Collaborated regularly with leaders in multiple departments to manage compensation for employees of all levels including senior executives by reviewing market data. Provided exceptional coaching and orientation for employees. Obtained approvals for improved salary structures and merit increase grids, and gained senior management approvals. Utilized external market data and trends to determine wage structures to secure budgets and satisfy employee expectations and the construction of annual salary reviews. In addition, applied the Hay methodology to align pay grades with job criteria to influence external market competition. Interacted with senior leaders, HR Business Partners, and Talent Acquisition to create effective methods of conversation. Following the International Assignments Policy, organized incoming and outgoing MI expatriates. Assessed compensation programs to ensure requirements are met through yearly appraisals and pay equity studies. Collaborated, harmonized and executed health and wellness initiatives with respective country leaders

***Key Achievements:***

* Earned the “Global Award” for transferring 150 employees (including senior executives) to the new regional office in Dubai.
* Achieved the “Above the Call of Duty Award” for controlling compensation in a new Commercial Unit in Saudi Arabia.

Advised managers on all aspects of employee relations.

**Aarti**



* Recognized for influencing the development of successful incentive programs such as the Sales Incentive Plan (SIP) and offer suggestions for additional programs.
* Provided educated recommendations for medical policy adjustments reducing costs by AED 100K+.
* Acknowledged for 100% accuracy when conducting the HR system (SHARP).
* Devised comprehensive instruments and compensation tools to assist HRBLs and managers in leverage compensation programs.
* Established relationships with EEMEA HQ’s, MI Region Compensation, Benefit and IA Directors and Managers, and associates to implement best practices.
* Refined award systems by analyzing the requirements of Global reward and recognition programs.

**Compensation & Benefits Supervisor, GCC & New Markets ME/HR Generalist**

Built a strong agenda for wage and benefits to reach company goals, gain employee interest, and improve retention. Interacted with the Job Evaluation Committee to determine assessments for jobs. Acted as a mediator when handling rate negotiations for insurance policies. Collaborated with the HR Director in areas such as talent acquisition, development plans, and succession preparation. Regularly upgraded the HRIS systems to ensure audit standards are met. Confirmed Bahrain and UAE staff received adequate and up-to-date training. Enforced organization performance standards, offering feedback to management regarding staff for improvement as needed. Monitored residency and business visas to confirm all documentation is valid.

***Key Achievements:***

* Bestowed with the “Above the Call of Duty Award” for managing the compensation offsite during the Cadbury Acquisition for Pakistan from Dubai.
* Awarded the “Guinness Certificate” for organizing and participating in the Team Building exercise for creating the largest sandwich with Kraft Foods Products.
* Proposed an efficient bonus program to be utilized within the organization.

**HR Generalist**

Managed end to end employee services. Facilitated Recruitment & Training Activities for the

organization.

**Administration Manager**

During tenure, successfully coordinated the opening of three offices from conception to implementation. Acted as a point of contact for all external and internal parties regarding visa requirement policies. Offered training for Public Relation Officers. Organized the necessary documents and issuance of licenses for international, resident, and visiting visas for employees and their families. Managed the labor formalities for the local employees. Obtained relevant food supplies, stationary, furniture, and electronics within the office.



**PROFESSIONAL EXPERIENCE CONTINUED**



**Compensation & Benefits Analyst/Gulf & New Markets/HR Generalist** |Dubai

**Office Administrator GCC** |Dubai

**Event Coordinator/Fare Auditor** | Dnata/Emirates Airline, Dubai **Assistant Manager Corporate Travel** |, Mumbai

**Aarti**



**Sales Consultant** | The Gulf Hotel, Bahrain

**Deputy Manager** | Mumbai

***Education & Training***

**Masters in Travel and Tourism**, | Bombay University, Mumbai

**Bachelors in Financial Accounting & Auditing**, | Commerce in Bombay, Mumbai

**Hay Job Analysis**

**Hay Job Evaluation**

**CIPD Associate**

***Seminars & Workshops***

Strategic Managment Training viz. STEPS (Kraft)

Maximize Your Performance & Business Basic Training (Kraft)

Scquare (Training for Thinking Skills)

MPK (Managing People at Kraft) Leadership Training

Finance for Non-Finance Employees

7 Habits of Highly Effective People

Coaching Seminars

Basic/Advanced Excel skills by Executrain