# Kalyanan

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# **Objective**

*I am interested in a senior level position in* ***Human Resources*** *wherein years of extensive experience in this field will be fully utilized. I wish to contribute my knowledge of various processes and methods to profit the company wherein I can further my professional advancement.*

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# **AREAS OF EXPERTISE**

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| --- | --- | --- |
| * Operational Management
 | * Resource Analysis
 | * Excellent Analytical Skills
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| * Planning and execution of the plans
* Recruitment
 | * Performance Management
* Manpower Planning
 | * Good Interpersonal Skills
* Negotiation Skill
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**ACHIEVEMENT**

* Negotiated with Insurance Companies and set up own medical policy for Dubai World group. Saved approximately 30 million Dirhams
* Set up Human Resources policies and procedures for Dubai World IT Department and got appreciation from the Management
* Simplify the Air passage entitlement for Dubai World and got cash award from the Management
* Implement the Time Recording System for I.T Dept. and control the project expenses. Got Cash award from the Management

**Professional Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization**  | **Role** | **From**  | **To** |
| Confidential | Sales/ Admin Executive  | 2010 October | Till Date |
| Nexus Insurance Brokers LLC, Dubai | Consultant | 2009 July  | 2010 Aug |
| Dubai World -Dubai | HR Executive | 1993 January | 2009 June |
| Lucas Indian Services Ltd., Madras | HR Assistant (Personnel Dept.) | 1986 September | 1992 December |
| Southern Roadways Ltd. Madras | Admin Clerk | 1985 February | 1986 August |
| Parry Confectionary Ltd., Madras | Sales Representative | 1984 August | 1985 Jan. |

**Areas of Experience:**

**October 2010 – Till Date Sales & Admin Dept., Dubai**

* To develop / acquire new customers
* To explain the services provided by Logistics Company, understanding the needs of the new / existing customers, communicating competitive prices to the customers.
* Communicating the above needs of the customer to the customer service coordinator to help prepare the SOP (standard Operating Procedure)
* To build & maintain relationship with existing customers
* Responding to queries of customers and coordinating with the relevant department to resolve any service related issues.
* Expanding the volume of business transacted on with an existing customer
* To maintain good rapport with the clearing agents. These clearing agents help in giving business/useful leads which could be followed up to generate fresh revenues
* To interact with customers (internal & external) and service Provider
* Interaction with the finance department is also necessary in order to follow up on payments of outstanding or to understand credit limits etc.
* Prepare Staff’s report as and when Management requires

**July 2009 – August 2010 Sales Dept.**

 **Nexus Insurance Brokers LLc – Dubai**

* Confidential and personal discussion with the customers to identify their financial goals
* Design and recommend suitable financial plan within their budget to meet their goals
* Do full documentation and maintain their file
* Analyse the international funds market frequently and updating the client about the growth to change their fund investment which is benefiting to them
* Responding to queries of customers and coordinating with the relevant department to resolve any service related issues
* Develop my client’s network through referrals and cold call

**January 1993 – June 2009 Human Resources Dept.**

 **Dubai World- Dubai**

* Manage HR related projects with the external consultants and ensure its implementation
* Handle offer/contracts of employment, promotion/salary increment letters, salary/service certificates, disciplinary actions and approve employee benefits
* Administer the HR Policies and Procedures related to employee Compensation and Benefits.
* Maintain Oracle Human Resources Management System
* Liaise with insurers in order to claim the settlement related to workmen compensations, Medical, Life insurance and Travel Multi Cover Insurance.
* Manage external agencies like recruitment agencies, consulates, insurance brokers, real estates, hospitals, pharmacies and hotels etc.
* Yearly Budgeting and resource planning
* Administer the Manpower Planning and recruitment process for all levels
* Maintain the Employees Time Recording System
* Implement service level agreements for the business units and charge appropriate service Costs on Shared Service business unit
* Handle employees’ grievances in a fair and equitable manner in accordance with the rules & regulations of the organization and the law of the U.A.E
* Preparing statistical report pertaining to employee turnover, cost analysis & manpower

**September 1986 – December1992: Personnel Dept.**

**Lucas Indian Services Ltd., Madras, India.**

* Maintain the Leave Records of Employees for Director / Senior / Middle / Junior categories
* Process the Medical claim of employees and maintain the records
* Maintain the Personal Files of Employees of Director /Senior / Middle / Junior
* Manpower Planning for every year
* Recruit permanent & temporary staff
* Negotiation with Labor Unions
* Assist to the Personnel Manager for Industrial Disputes between the Management & Employees
* Maintain the Employees Time Recording System
* Maintain Statutory Records for Govt. Inspection
* Payroll Administration for Employees

**February 1985 – August 1986: General Admin Dept. – Southern Roadways (TVS) Ltd., Madras, India.**

* Typing Invoices and prepare statements
* Check the Log Sheet of the Truck Drivers
* Sort out the Way Bills of the consignments
* Make arrangement for the Auction of unclaimed consignments

**August 1984 – January 1985: Sales Representative – Parry Confectionery Ltd. Madras, India.**

* Meet the customers and sell the Confectionery items
* Doing Sales Collection from the Creditors
* Prepare daily and monthly sales report
* Meet out the Monthly Target

**Educational Qualification**

1. Master Graduate in Human Resources Management
2. Graduate in Mathematics

**Computer Skills:**

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| --- | --- | --- |
| ERP  | Oracle HRMS | Core user, Functional Analyst, Internal champion |
| Office Productivity | MS Office  |  |
|  | Lotus Notes Application |  |
|  | MS Project |  |

**Personal Details**

Date of Birth 29th July 1963

Nationality Indian

Marital Status Married & have 1 Son

License Holding valid U.A.E Light Vehicle License

**Reference Available on request**