Brenda

Al Karama, Dubai

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**Overview**

* 9 years of experience in Human Resources Function in Healthcare and Human Resource Outsourcing Industries.
* Hands on Experience in HR related activities since the initial set up of the organization in Dubai.
* Completed periodic SAP HR design and reporting for India and Dubai under global guidance.
* Completed periodic global reporting for staff attrition, recruitment, sustainability.
* Handled end to end administration of over 100 outsourced deputees through third party vendor.
* Conducted Trainings and development program for the organization and employees development.
* Handled internal HRIS of Adrenalin including hiring, generation of appointment letters, trouble shooting and reports.
* Was appointed to attend the induction programme and understand the business requirements set by HR Team in Switzerland as Roche has its HQ in Switzerland, Basel.
* Was overall PMS team leader and completed the process for 400 + employees across India.
* Monthly payroll consolidation and submission to finance.

**ORGANISATIONAL** **DETAILS**

1. **From September 2012- September 2015 as Assistant – HR in Roche Diagnostics Middle East FZCO, Dubai**

(Have currently taken a break to baby sit my infant and now plan to start my work career)

**HR Operations & Functions**

* To provide support to the Head of HR, Gulf & Mena Regions and across other departments.
* Coordinating with Regional Heads for various data as advised by the Head of HR.
* Coordinating with the IT team for the email id and PC configuration of new joiners
* Conducting Induction Training across various regions for new joiners
* Maintaining employee’s database and updating the salary changes, transfers, Promotions, Separations, increments, and any changes if required on a regular basis.
* Timely preparation and submission of monthly payroll sheet, Leave data, Travel expense, and expense on schooling and medical claims to the finance department.
* Negotiating with various insurance providers in Dubai for the medical cards thus keeping a track on the cost factor and benefits for employees
* Compiling salary increase file and GIP (Growth Incentive Plans) across the region for performance Management system
* Addressing employee’s queries on HR related matters.
* Quick response to the internal, external and regional employees on timely basis.

**Recruitment**

* Updating Application Tracking List with all the details of the candidate.
* Coordinating with Recruitment team for the interviews and scheduling the interview.
* Providing timely feedbacks to the consultant and candidate once interviewed.
* Generation of offer letter once appointed.
* Preparation and maintaining of headcount approval form.

**CHRIS (Common Human Resources Information Solutions) Maintenance**

* Creation of New Joiner entry in CHRIS as per the global toolkit provided.
* Maintaining the employee’s information and database.
* Training of New joiners and manager on CHRIS.
* Updating Transfer, Promotion and Separation entry in CHRIS.
* Maintenance of Org chart in CHRIS.
* Supporting the rollout of new modules.

**Reports Generation**

* Generation of various internal reports as when required by various department and Global reports such as Sustainability Dow Jones surveys etc. as per the guidance provided.
* Updating monthly vacancies report
* Preparation of Monthly HR report and submitting the same to the management.

**GEOS (Global Employee Opinion Survey)**

* To ensure that the GEOS has been successfully rolled out as per Global guidelines and effective steps are been taken for Employee Development and for the organization.
* Coordinating with communication team and region for the awareness.
* Monitor the GEOS participation rate.
* Coordinating with the Global GEOS team for any changes in data
* Reminder emails to all the Regional head and employees for participation of the survey.
* After survey result necessary arrangement and workshop to be conducted for the employee development.

1. **From June 2010- June 2012 as Executive – HR in Roche Diagnostics India Pvt. Ltd, Mumbai**

**SAP- HR**

* Ensured weekly reporting and ensured accurate maintenance of Org Chart and employee database.
* Designed action plan and ensured MBO Setting under Talent Management Module of SAP- HR was completed by the deadline.
* Designed and implemented local SAP – HR awareness plan and conducted training for HR colleagues and employees.
* Reports generation in SAP- HR.

**HRIS (Adrenalin)**

* Hiring Action.
* Design the Appointment Letters, Confirmation letters etc. and ensure implementation through HR Associates.
* Regular update of the home page to include latest activities.
* Use of   I-Reporter – a reporting to design various reports like Compensation, Salary comparison module etc.
* Coordinate with the vendor and ensure maintenance and trouble shooting.

**HR Operations**

* Designed annual PMS Plan from November to April to ensure proper communication to employees, collection of forms, data correction, and issuance of increment letters and payment of revised salaries.
* Managed recruitment, documentation and payments to 100 + outsourced employees through Randstad.
* Review and revision of existing Background screening process
* Day to day HR related operations issue and providing support to two HR Business Partner and other department members.
* Monthly payroll consolidation and submission to finance.
* Generation of various reports as per the time schedule such as Headcount, Staff Attrition and Full Time Employees (By end of every month.)
* Sustainability (As per the timelines provided by the global Head Quarters and generating report as per the format provided by APAC/Global or other department on a case to case bases.

1. **From June 2008- June 2010 as Assistant –HR in Glen mark Generics Limited,**

**Mumbai**

**HR Operations**

* Preparing Offer Letter/Appointment Letter Confirmation Letter/Salary Revision Letter/Promotion Letter and Increment Letter.
* Ensuring salary parity across levels whenever required.
* Complete joining formalities for all new joiners, Schedule induction meetings with new hires and HODs.
* Ensured the MIS is updated with respect to new joiners and resignation. Compile the manpower report.
* Preparation of Manpower Budget as per the HOD requirement.
* Update and ensure the salary data file used for PMS is checked and accurate.
* Providing salary inputs to payroll department and vendors for salary processing.
* **SAP :** Updating data into SAP (new joiners, transfers, separations, confirmations).
* Handling complete Full and Final Settlements.

**Others**

* Organize travel and other arrangements for all senior hires.
* Check whether expenses are booked in the right cost center, monthly checks to be done along with the budget team.
* Organize Departmental birthday celebrations & get together.

1. **From July 2006- June 2008 as HR – Executive in Mafoi Management Consultants**

**Ltd – Mumbai**

**HR Operations**

* Anchored clients’ such as “ABN Group, Maersk Shared Services Pvt Ltd and Gigabyte

Technology (India) Ltd.

* Getting Application Profile Form.
* Generation and Issue of Offer Letters.
* Completing Joining Report, P.F. Nomination and ESIC declaration forms.
* Induction of all appointed employees.
* Keeping in touch with the deputees and solving their queries /grievances.
* Initiating Full and Final Settlement of the resigned employees.
* Issuing Experience and Relieving letter.

**Admin Responsibilities:**

* Filing Contract Agreements, offer letters, attendance sheets, Invoices etc.
* Dispatching salary slips on monthly basis.

**Accounts/Payroll Processing:**

* Calculating the salary package for each candidate as per the client’s requirement and

Approval of management. Keeping a check whether the P F and ESIC are paid on time.

* Preparing a salary break-up based on the attendance sent by the client  and assisting the

Consultant in preparing Invoices.

* Follow up with Client’s Accountants to receive payment on time and subsequently

Paying the candidates.

**Educational Background**

Bachelor in Commerce, St. Andrew College, Mumbai University, 2006.

International MBA in Human Resources from United Business Institutes

**Personal Information**

Date of Birth:                                     22nd May, 1985

Nationality:                                         Indian

Marital Status:                                    Married

Religion:                                             Roman Catholic

Languages known:                              English, Hindi, Marathi and Konkani.

Visa Status:                                         Husbands Visa