|  |  |
| --- | --- |
| **Satheesh**  C/o-Ph: +971504753686  E Mail: [satheesh.378599@2freemail.com](mailto:satheesh.378599@2freemail.com) | C:\Users\DELL\Desktop\photo.jpg |

**HUMAN RESOURCE PROFESSIONAL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A dynamic professional with over 8 years’ of rich experience in Human Resource management including HR policies development, Staff benefits and compensation, HR record management, administering employee benefits, Employee training, Recruitment along with in – depth work experience and knowledge on legal, regulatory compliance requirements.

**Professional Experience**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAF –ACCOR Hospitality Services, Dubai, UAE Apr 2014 – Apr 2017**

**Cluster HR Officer**

* Leading the screening and Hiring process – Familiar with full recruitment process from sourcing the resumes till closure of requisition
* Involve in the interaction with the hiring managers to understand their requirements and to provide profiles accordingly
* Organize and manage new employee orientation, on – boarding and training programs
* Administer Employee benefits such as Workmen Compensation, Health Insurance, Leave Record Attendance Report and Employee Assistance programs
* Provide input for employee retention policies
* Handle the exit formalities like initiating the exit communication meeting, exit interview process, completing the exit documents, preparing the full & final settlement.
* Assist in Payroll Preparation by providing relevant data’s
* Employee attrition tracking and reporting.
* Handle grievance and complaints

**PULLMAN DEIRA CITY CENTRE, DUBAI, UAENov 2013 – Mar 2014**

**HR Officer**

* Maintained up-to-date employee information in HRIS system and submitted time and attendance information to accounts department for payroll processing
* Handling end to end responsibilities in terms of identification of relevant profiles
* Manages committees on wellness, training, health and safety, culture and communications as needed
* Issuing letters, medical insurance, &visa processing requirements
* Manage Job offer processing and Pre – employment checks
* Assist in Performance management processes

**Movenpick Tower & Suites. Doha, Qatar Dec 2006 – Oct 2013**

**HR Admin Assistant & Accommodation in- charge**

* Handling end to end responsibilities in terms of identification of relevant profiles
* Manage internal / external job postings
* Maintained constant communication with Hiring Manager for completing recruitment process and procedures
* Prepare accommodation reports for the HR Manager
* Gathering regular feedback from employees regarding the maintenance for staff accommodation
* Coordinates, controls and inspects staff accommodation ensuring it is of the highest possible standard of cleanliness and comfort

**RadhaKrishna Hospitality Services, Chennai, India Mar 2004 – Jun 2006**

**Admin Assistant**

**Hotel Renaissance, Calicut, India Oct 2002 – Nov 2003**

**Front Desk Assistant**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Educational Credentials**

Bachelor in Business Administration

Diploma in International Hotel Management

Strategic Human Resource Management (SHRM – CP\*)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of Birth : 31st Dec 1975

Reference : Available on request