**HUMAN CAPITAL MANAGEMENT AND BUSINESS PARTNERSHIP**

A versatile and passionate HR Professional with more than 10 years of progressive experience in Human Resources Administration, Strategic Management, Workforce Planning, and Business Partnering. Has proven track recordto interact with senior leaders and management team to integrate the function of human resources within the overall organizational strategies. A self-starter with strong ability to motivate and coach people. Demonstrated success in negotiating a “win-win solution”, developing team-building programs and business strategies with great deal of passion in modernization of HR.

**AREAS OF EXPERTISE:**

⯁HR Analytics ⯁Workforce Planning ⯁HR Information System Design and Development ⯁ Employment Law and Legislation Compliance ⯁ Performance Management ⯁ HR Policy and Procedures Design and Development ⯁Global and Local Payroll Management ⯁ Employee Relations ⯁ Project Mobilization ⯁ Talent Management ⯁ Recruitment and Sourcing ⯁ Learning and Development ⯁ Organizational Development ⯁ Change Management⯁ Compensation and Benefits Administration (including, but not limited to, Salary Grading System, Job Grading, Salary Survey, Job Evaluation, Analysis and Design)

Advanced Computer Skills (SAP Super User, Oracle, any HRIS platform, Microsoft Office Packages with Database Programming in Access and Excel, Rivo Safeguard H&S Software, SQL/VBA/HTML, Tableau, Qlikview)

**PROFESSIONAL EXPERIENCE**

**SIDRA GROUP LLC – Dubai, United Arab Emirates**

***Group HR Manager, October 2017 to February 2018***

Reporting to the Director of Group HR & Organization Support, manages the wide spectrum of HR activities of Education, Retail, Health and Consultancy business units within the group.

* Assessing teacher’s competence level in collaboration with Indian High School
* Assisting the School Leadership team in implementing professional development programs
* Conducted teacher’s workload analysis
* Prepare manpower plan and budget
* Re-design talent acquisition strategies.

**PARIS GALLERY GROUP – Dubai, United Arab Emirates**

***HR Workforce Planning Specialist,* July 2015 to October 2017**

Paris Gallery ([www.parisgallery.com](http://www.parisgallery.com)) is a leading luxury retailer in the Middle East with over 3 million sq. ft. of luxurious shopping space and over 50 stores located in prime retail addresses spanning across the UAE, Saudi Arabia, Qatar and Bahrain.

Reporting directly to the Group HR Manager, the HR Workforce Planning Specialist is responsible in providing support for a wide variety of activities of human resources including the required analysis in manpower recommendations for recruitment, compensations and benefits, employee relations and commercial productivity. The main responsibility is to assess and analyze the group manpower needs in line with current market requirements and industry trends. The critical success factors in the role are the abilities to identify, recommend, and implement best practice initiatives to improve talent management, industry competitiveness, commercial effectiveness and cultural change.

*Career Highlights and Achievements:*

* Lead the design and development in the automation of integrated online HR Budget and Manpower Planning Platform
* Lead the final stage of development and implementation of the new career portal
* Prepared Annual Manpower Plan across all departments and its associated HR budget
* Designed and developed automated business intelligence and HR Analytics reporting tools necessary to identify, recommend and implement best practice initiatives with respect to Group Workforce qualitative and quantitative efficiency in the areas such as Talent Management, Employee Engagement, and Market Alignment of Compensation and Benefits.
* Conducted Job Matching using Mercer’s WIN System and Job Catalogue which is necessary for external benchmarking purposes.
* Initiated and implemented Employee Engagement and Employer Rebranding Initiatives.
* Initiated the planning of redesigning and improving the company’s Employee Value Proposition

*Duties and Responsibilities:*

* Provides management support to the Human Resource function in the areas of people metrics, reporting, and advanced and predictive analytics.
* Supports the Human Resource leadership team to identify business challenges and use data analysis to help influence changes to the operations, process or programs.
* Utilizes technology and analytical tools to develop and analyze corporate-wide people and other cross-functional data as needed.
* Communicates findings to senior management via formal presentations, standard management reporting artifacts on periodic/quarterly/annual basis.
* Creates, maintains, and ensures quality assurance of key human resources data sets, reports, and metrics.
* Serves as the domain expert for human capital analytics.
* Collaborates with subject matter experts across the HR service areas (learning and development, payroll, staffing, talent management, diversity, compliance) to promote data governance and stewardship, and to improve overall strategic and operational performance and insight.
* Works as the key representative to the external benchmarks and key surveys supporting the HR function.

**ES-KO UK Limited (Home-based)**

***Freelance HR Consultant*, May 2015 to July 2015**

**LOG-RAM FZ LLC – Dubai, United Arab Emirates**

***Deputy HR Manager,*** May 2008 to May 2015

Log-Ram ([www.log-ram.com](http://www.log-ram.com)) provides HR Logistical Support, Recruitment, Administration, and Management services to its parent company, ES-KO International.

ES-KO ([www.es-ko.com](http://www.es-ko.com)) is an internationally recognized logistical support provider of integrated services in remote and challenging locations worldwide, including but not limited to Middle East region (i.e. Afghanistan) and Africa.

 Reporting directly to the Group HR Manager based in Monaco, conducts full HR cycle by providing guidance in the effective implementation of policies and procedures, and integrating the relevant HR strategies in achieving business goals.

*Career Highlights and Achievements:*

* Automated the multi-currency international monthly payroll transfer worth more or less $850k, for a maximum average of 450 employees.
* Completed a mission in Luanda, Angola to assist the Project Manager in restructuring the business and register as a Foreign owned local company with the Ministry of Interior – Labor Department. (Re-aligned the organizational chart, designed a proper job description, Employment Contract and HR Manual, which contains policies and procedures, in line with the Angolan Labor Law.)
* Lead a team of 8 to mobilize close to over 80 personnel for a Catering and Facilities Management Contract with the German MOD in Mazar-e-Sharif, Afghanistan.
* Designed and developed a local HR (ERP like) system using MS Access.
* Designed an HR Employee Self Services Portal which eliminates the unnecessary paper transactions and tedious processes of basic HR activities.
* Changed the conventional mode of delivery of monthly paper pay slips into an electronic format using the email technology and eventually using a HR Online Portal.
* Managed a maximum of 8 professional members of the team and operated effectively at 80% of the approved operational expense budget.
* Designed and recommended a new salary grading system through utilizing existing data and conducting market research in the same industry.
* In close partnership with the Group HR Manager, supported the Business Unit leaders in streamlining and implementing HR Policies and Procedures.
* Took part in the Organizational Development Program prepared and implemented by the Group HR Manager which provided management training in various locations like Uganda and Liberia.

*Other duties and responsibilities:*

* Responsible for supporting and updating all business units on all employee relations matter. Ensures planning, monitoring, and appraisal of employees by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
* Maintains the work structure by updating job requirements and job descriptions for all positions through job analysis.
* Prepares personnel forecast to project employment needs as and when required.
* Embeds a performance management culture within the business units as a means of driving business improvement by ensuring clear objectives, feedback and the improvement of customer service.
* Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes. Identify short, medium and long term resourcing issues. Build and maintain the local manpower plans.
* Provides transformational advices on change management initiatives, organizational / departmental restructures / job role design / outsourcing / redundancy situations in order to improve cost and efficiency, clarify accountabilities and empower delivery of great customer service.

**IIR HOLDINGS LTD. M.E. – Dubai, United Arab Emirates**

***Personnel Administrator*,** December 2007 till May 2008

Responsible for providing generalist administrative support, advice, guidance and assistance to the HR and Office Administration function and its internal customers at all levels within given deadlines.

**KELLOGG, BROWN AND ROOT INT’L INC. — Dubai, United Arab Emirates**

***Transaction Center Data Specialist,*** May 2006 till December 2007

KBR ([www.kbr.com](http://www.kbr.com)) is one of the world's premiere engineering, procurement and construction companies.

Under general supervision maintains SAP HR records for various company payrolls with a high degree of accuracy and ensures data integrity is maintained. Performs HR data entry for new hires, transferred and terminated employees, together with ongoing maintenance of HR records in SAP in accordance with company guidelines and policies. Job tasks, correctly performed, impact indirectly on cost containment, efficiency, profitability or operations. Consequences of error are easily measured and can be confined. I was part of team of experts to process global payroll of over 20,000 international staff.

**OTHER PROFESSIONAL EXPERIENCE**

**Cendis electronics fzco (chip-1 exchange)** — Dubai, United Arab Emirates

*Sales and Sourcing Executive*, October 2005 till April 2006

**NATIONAL TRANSMISSION COMPANY/NATIONAL POWER CORPORATION**

Iligan City, Philippines

*Materials Management Analyst A (Procurement Officer)*, March 2003 till October 2005

*Corporate Staff Assistant A*, January 2001 till March 2003

***General Admin/Services Aide***, March 2000 till December 2000

**EDUCATION, TRAINING, CERTIFICATION**

**Professional Qualification:**

**CIPD Level V Qualification, Intermediate Certificate in Human Resource Management**

Chartered Institute of Personnel and Development – Dubai, United Arab Emirates

January 2013 –September 2013

**Bachelor’s Degree:**

ILIGAN MEDICAL CENTER COLLEGE — Iligan City, Philippines

Bachelor of Science (BS) in Physical Therapy, 1999

**Trainings/Other Certifications:**

* ***Critical Thinking*** – Lynda.com from LinkedIn | April 2017
* ***Project Management Fundamentals*** – Lynda.com from LinkedIn | April 2017
* ***Managing Project Quality, Budgets, Change, Risk, Stakeholders, Procurement, and Communication*** – Lynda.com from LinkedIn | April 2017
* ***Change Management*** – Lynda.com from LinkedIn | April 2017
* ***Motivating and Engaging Employees*** – Lynda.com from LinkedIn | April 2017
* ***Rewarding Employees*** – Lynda.com from LinkedIn | April 2017
* ***Strategic Human Resources*** – Lynda.com from LinkedIn | March 2017
* ***Talent Management*** – Lynda.com from LinkedIn | March 2017
* ***Running Company Onboarding*** – LinkedIn Learning | March 2017
* ***The Basics of Data for Analytics*** – LinkedIn Learning | March 2017
* ***Highfield Awarding Body For Compliance Level 3 Award In First Aid At Work (QCF)*** – SLTME | Dubai, UAE |13 June 2013
* ***NEBOSH International General Certificate Course*** – TTE Technical Training Group | Dubai, UAE | September 2011
* ***Master Classes***(6 Modules) Conducted By Pineapple Consulting From United Kingdom – Monte Carlo, Monaco from March 2010 until October 2011

(**Modules**: Developing Self-Awareness, Role of a Manager, Holding a Performance Conversation, Managing a Team of Individuals, Running a Successful Annual Performance Review, Holding a Successful Interim Performance Review, Preparing for a Successful Annual Appraisal)