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|  | **Prajwal** Dubai, United Arab Emirates[Prajwal.380516@2freemail.com](Prajwal.380516%402freemail.com)Mobile: Whatsapp +971504753686 / +919979971283Personal Details: 7 October 1985 • India • IndianMale • Married |  |

**Human Resources**

*9 years’ successful leadership experience directing all aspects of HR Management for high growth organisations*

Highly accomplished HR professional with extensive experience creating value through human capital strategies that drive optimal performance and growth. Exceptional organisational skills and consultative leadership style to scale and align HR activity with broader corporate initiatives. Rich experience in developing HR strategy, HR process and policies, employee training programs, compensation and benefit plans, and collaboration with business stakeholders at all levels in their implementation that boost productivity, cost-savings, and efficiency. Trusted advisor with an ability to gain sponsorship from all levels: from executives to front-line employees. Goal-driven professional with a demonstrated strength in multitasking and prioritising assignments.

**Highlights of Expertise**

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| * Human Resource Management
* HR Processes & Policies
* Compensation & Benefits
* Employee Relationship Management
* Team Building and Leadership
* System & Process Improvement
 | * SAP S4 HANA Implementation
* Full Cycle Recruitment Management
* Talent Management/ Succession Planning
* Staff Training & Development Programmes
* Labour Laws and Regulation Compliance
* Cross-functional Collaboration
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**Career Experience**

**Mars International LLC, Muscat, Oman**

*Established HR department from scratch and directed HR activities in alignment with overall corporate strategy to achieve short and long term goals.*

**HR MANAGER** (March 2015 to March 2018)

Developed and implemented human resources strategy, HR policies, compensation and benefits plans, and performance appraisal programme and procedures for staff across the organisation. Managed day-to-day operations of department, HR team, recruitment processes, HR Information Systems, staff rotation, and employees training and development programmes to forecast and meet organisation’s human resources demand. Oversaw all aspects of employee relations and communications and provide guidance and training to senior management and staff on HR best practice and procedures.

* Reduced fuel and telephone expenses by 20 % by introducing an employee expense control programme.
* Orchestrated mass recruitment campaigns in collaboration with recruitment agencies to hire new staff for successful opening of seven hypermarkets and achieved 100% results.
* Played an integral role in successful implementation of SAP S4/HANA by acting as a Functional Lead.
* Reduced manpower attrition from 10% to 4% and set up KRA for all departments.
* Achieved a significant reduction in absenteeism rate by implementing a bio metric attendance system.

**Vision Express Private Ltd.- Reliance Retail, Bengaluru, India**

*Oversaw a wide variety of human resources and administration responsibilities, including payroll, employee relations, performance management, staff rotation, learning and development, budgeting, and talent acquisition.*

**DEPUTY MANAGER - HR** (February 2011 to November 2014)

Planned, directed, and coordinated HR management activities of 171 stores across the country to design and implement recruitment and retention programmes, and learning and development systems to maximise the strategic use of human resources by using SAP HR system. Formulated and implemented HR policies and procedures, and provided guidance and training to over 150 store managers on HR best practice and procedures to ensure compliance with HR laws and regulations. Analysed HR cost, productivity, recruitment, and attrition to support management in strategic planning, budget making, and manpower planning.

* Increased the organisational talent pipeline by completing training of 70% staff to meet the next level.
* Formulated compliance manual for store managers and coordinated with external auditors in conducting statutory audit while maintaining 95% statutory compliance in all branches across the country.
* Enabled the opening of 71 new branches across the country by recruiting the 100% staff for new facilities.
* Let the smooth transfer of 500 employees from third party contract to company roles and developed and amended employment contracts and job descriptions.
* Handled smooth DC closure with retrenchment benefits to employee and managed F&F settlements on time.

**Delight Proteins Private Ltd. - Reliance Retail, Bengaluru, India**

*Assessed manpower current and future requirements in collaboration with store manager and initiated recruitment and training programmes to cater HR demand, while maintaining 100% staff availability at all times.*

**ASSISTANT MANAGER - HR** (January 2010 to January 2011)

Held responsibility for managing HR functions, including recruitment, induction of new associates, training and development, employee relations, joining and exit interviews, and employees’ records and personal files. Served as a point person for all new employee queries and mentored store managers on operational issues.

* Reduced attrition by 4% through putting stress on hiring the right fit, conducting orientation session for new employees, taking feedback and appreciating high performer personnel.
* Improved the productivity and performance of employees by completing training of 85% staff.

**Natural Textiles Private Ltd., Bengaluru, India**

*Ensured compliance with health and safety laws and regulations by delivering training to 650 floor staff & supervisors on health, safety, and firefighting measures at work place.*

**EXECUTIVE-HR & ADMIN** (September 2008 to December 2009)

Managed overall corporate HR activities, including recruitment, induction to new joiners, employee relations and welfare, and employee records and data management. Delivered valuable administrative support to business by supervising canteen, security, housekeeping, and vendor management activities.

* Implemented 5S system at shop floor and formulated health, canteen, 5S, safety, and harassment committees to monitor the implementation of improvement initiatives.

**Education**

Master of Social Work in Personnel Management & Industrial Relations - 2008

*Mangalore University, Mangaluru, India*

Bachelor of Social Work

*Mangalore University, Mangaluru, India*

Technical Proficiencies

SAP HR module (end user), MS Office, SAP S4 HANA

**Additional Information**

Languages: English, Hindi, Kannada, Tulu, Malayalam basic, and Arabic learner

Valid GCC/International license - Oman