**Athique**

**E-Mail:** **athique-397194@gulfjobseeker.com**

**Profile:**

MBA Qualified, talented & self-motivated Human Resources professional. Hands on experience in dealing with all aspects of Human Resource Management with exposure of varied industries in my career span have gained versatility in each role and have faced challenges in all walks of Professional Career which have been gracefully tackled.

**Core Competencies:**

* Manpower Planning & Recruitment
* Bench Marking of Compensation, Benefits & Employee Grading Systems
* Introducing & Conducting Performance Management Systems
* Compliance with UAE Labour Laws
* Employee Relations Management
* Employee Grievance Management
* Devising, running and evaluating selection processes including interviews, Psychometric tests, personality questionnaires and various group activities
* Experience of planning and managing a large-scale recruitment roll out project from start to finish including writing ads, supplier management, interviewing, testing, writing and setting contracts and ongoing appraisal management on annual basis.

**Educational Qualifications:**

**Qualified Assessor for level A and level B. (SHL-UK)**

SHL qualified assessor certificates in “Occupational Testing” and “Occupational Personality Questionnaire”.

Gained eligibility for British Psychological Society **Level A & B**

**Masters of Business Administration (MBA-HR)**

National College-Bangalore University-India

2003-2005

**Bachelors in Business Management (BBM)**

SDM College of Business Management-India

2000 - 2003

**Pursuing GPHR (Global Professional Human Resource)**

**Society for Human Resource Management. USA**

**PROFESSIONAL EXPERIENCE**

**(UAE, OMAN, KUWAIT)**

**Dec 2014- Present**

One of the leading manufacturers in Water, Juices & Tissues with an estimated 33% market share in mineral water and distributors of trading products.

**Regional HR Manager ( Managing 3 Countries UAE, OMAN, KUWAIT)**

**(Managing 2 Plants , 1 in UAE and 1 in Oman)**

**Organisational Development**

Work closely and partners with senior management to understand the department annual Business Plan and supports the alignment of organizational structures to the HR systems and recruitment plan.

**Resourcing & Manpower Planning**

Own the Manpower planning activity for the respective Departments in coordination with the relevant business owner.

Liaise with the respective recruiters to drive and support all sourcing activities.

**Retention**

Acts as an interface between the Company & employees in order to ensure an effective two-way communication

Ensures effective and fair application of the company Disciplinary & grievance process (DOT) and reports disciplinary summary to the business on a monthly basis.

Conducts a detailed exit interview for their respective Department leavers & reports and makes recommendations to the business on a monthly basis.

**ISO Standards Implementation**

Coordinating along with Quality Department to get certified in different ISO, OSHAS& FSMS" Standards and Food safety “HACCP.

Conducting Awareness training of different ISO 9001 and 14001, Also Implementation & Document controlling training.

**Compensation & Reward**

Support the Head of Human Resource with the Annual increment review of the respective business units with line & senior managers to ensure an efficient delivery.

Ensure that all employees who are transferred and promoted between or within locations have a suitable alignment of their compensation as per policy.

**Learning & Development**

Identify the Training & Development needs within the department locations by working in close liaison with the Operations & Head of Human Resource

Ensure that the Line Managers of the respective departments are coached properly wherever a gap is identified / seen.

**Performance Appraisal & Succession Planning**

Drive & facilitate the Performance Appraisal process up to & including Grade 13 in the respective Division and total population in the markets.

Drive & facilitate Succession Planning activities & actively participate in the Resourcing Forums for employees up to G13 of the respective business units

**Policies & Procedures**

Act in accordance with Masafi policies & procedures, government guidelines and Local Labour Law.

**Achievements:**

Supported grass roots effort to centralize the HR Functions.

Champion for change through the implementation of HRIS solution.

Designed Long Service Awards under Recognition and Rewards Programme.

Improved Employee Relations and better communications between the Corporate office and the factory set up.

**Galadari Brothers -Baskin Robbins( UAE,OMAN,KSA,QATAR,BAHRAIN)**

**Dec 2011- Dec 2014**quick service

Dunkin' Brands, Inc is a well-known quick service restaurant franchisor actively operating at the forefront of the food and beverage sector. They have more than 15,000 points of distribution in 45 countries.

**Regional HR Manager ( Managing 5 Countries)**

* Recruitment & Manpower Planning
* Formulation, Enhancement & Execution of Employee Policies
* Performance Management System
* Compensation & Benefits
* HRIS Management
* Employee Retention
* Lead the implementation of ORACLE HR .

**ThyssenKrupp UAE (MENA REGION)** **Jan 2009-Dec 2011**

ThyssenKrupp is one of the leading elevator companies in the world and is represented at over 800 locations in more than 60 countries.

ThyssenKrupp is one of the world's biggest technology groups. More than 199,000 employees worldwide work in the Group's main areas of steel, capital goods and services, realizing sales of more than €53 billion in fiscal 2007/2008.

**HR Officer**

**(Reporting to HR Director Gulf Region)**

* Ensuring that recruitment needs are well planned.
* Responsible for coordinating and supervising induction & joining formalities and ensuring smooth handover of new hires to respective teams post induction.
* To enhance Employee Manual and code of Conduct
* Streamlined the exit / termination process for the Organization to enable smooth & seamless transition for the employees.
* Ensuring execution of PMS for all employees covered each cycle.
* Responsible for verification for the entire team.
* Constant benchmarking of compensation and benefits trends in the Industry

**Bukhatir Group** **Jul 2007- Dec 2008**

The Bukhatir Group is one of the largest and most diversified business houses in the United Arab Emirates. Its main interests are in construction, manufacturing, information technology, shopping malls, education, engineering services, real estate development, sports and the television media.

**Senior Recruitment Officer (Overseas Recruitment)**

**(Reporting to the H R Director)**

* Providing professional support and advice on recruitment to line and departmental managers
* Advising Managers on best practice recruitment and selection; hiring methodology, including recruitment and search procedures, diversity programmes, internal mobility and employee referral programmes
* Assist in the preparation of job descriptions and person specifications and complete supporting documentation with line management.
* Assist in the writing of job advertisements and deciding how and where jobs will be advertised
* Devising, running and evaluating selection processes including interviews, psychometric tests, personality questionnaires and various group activities.
* Ensure interview forms are completed by interviewees; to provide appropriate records and audit trail

**Darwish Bin Ahmed & Sons – Abu Dhabi Recruitment Executive**

**Aug 2005-May 2007**

* Acts in the capacity of human resources internal consultant, developing and interpreting policies and procedures in an equitable and consistent manner for staff and management.
* Undertakes local recruitment & selection process for the company. Administer technical and other appropriate test for the purpose of selection and development.
* Develop and updates Job Descriptions to accurately portray the duties and responsibilities of the position comply with requirements and incorporate all relevant qualifications.
* Collaborate with department heads, managers and coordinators as appropriate, to ensure Job Description are written and update as comprehensively as possible prior to presenting the Job Description to Management.

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| **Personal Details:** |  |
| Nationality |  | : Indian |
| Date of Birth | : 2nd April 1982 |
| Marital Status | : Married |
| License | : Holding Valid UAE Driving License. |