**VICKEE**

**VICKEE.55571@2freemail.com**

**ROLE SYNOPSIS**

MHRM , bilingual , methodical , techno savvy Senior Human Resources professional with 18 years of experience in India, U.A.E and Bahrain with proven leadership experience in Human Resources Management Operations , Administration , Planning , Development, achieving cost optimization & employee retention through innovative HR practices , Niche hiring , problem solving skills & employee engagement through various levels and functions. Currently spearheading responsibilities as Managing Partner at Safeer Al Madina Human Resources Consultancies.

Available for early joining.

**CORE COMPETENCIES**

Recruitment & TA Training & Development HR Policies & Procedures

Performance Management Compensation & Benefits HRIS Employee Engagement Office Administration Employee Welfare

Employment Laws Strategic HR Quality Control / ISO

**CAREER CONTOUR**

April 2015­ – Till Date Safeer Al Madina Human Resources Consultancies

 Managing Partner Dubai, UAE

July 2012 – February 2015 Geebee Group Of Companies Dubai, UAE

Manager Human Resources & Administration

 Reporting to Sr. Managing Director & M.D

February 2011 – June 2012 Collabera Technologies Pvt. Ltd. Baroda, Gujarat

 Manager – Corporate HR

 Reporting to the Vice President

January 2010 – Nov. 2010 Bahrain Prism Glass Factory W.L.L Bahrain

 Manager Human Resources & Administration

 Reporting to the General Manager

July 2006 – October 2009 Al Shirawi Engineering Services Group Dubai, UAE

 Assistant Manager Human Resources

 Reporting to the Corporate HR Manager

Apr 2005- July 2006 Al Shirawi Engineering Services Group Dubai, UAE

 Acting Manager Human Resources

 Reporting to C.E.O

October 1998- March 2005 Micro Labs Limited Udaipur, India

 Business Manager

 Reporting to the Regional Manager

**NOTABLE CAREER ACHIEVEMENTS**

* Recruited & mobilized 500+ unskilled , semiskilled , skilled and Staff categories with reduced turnaround time during initial 1 ½ years at Al Shirawi Engineering Services Group
* Fine tuned recruitment process with Competency mapping & HR Planning and linked it with Compensation & Benefits process at Al Shirawi ESG
* Efficiently Implemented & managed cost effective recruitment solutions & filled challenging leadership positions with optimum turn around time at Safeer Al Madina HR Consultancies Geebee Group , Bahrain Prism Glass Factory, Al Shirawi Engineering Services Group & Collabera Technologies Pvt. Ltd
* Defined measurable parameters for the HR & Admin functions , Designed & Published Employee Handbook , Initiated the Employee Induction Program , Started Exit interview process at Al Shirawi Engineering Services Group
* Enhanced the levels of employee satisfaction by increasing the efficiency & value generation of the HR functions and re positioning the approach towards employees. This resulted in increased employee retention and minimized the attrition at Al Shirawi Engineering Services Group
* Improved HRD Mechanisms & streamlined HRD Processes to improve HRD Outcome Variables & enhanced Organizational effectiveness Dimension at Al Shirawi Engineering Services Group
* Cost efficient administration of Group Insurance Policies at Geebee Group & Al Shirawi ESG
* Cultivated the culture of recognition & appreciation of employees helped in improving the employee relations at Collabera Technologies Pvt. Ltd. Initiated monthly news letter at India & US which helped in fostering the culture of employee friendliness & increased the feeling of belongingness within the organization
* Was instrumental in Automating Time & attendance system & linking it with the payroll at Bahrain Prism Glass Factory & Collabera Technologies Pvt. Ltd
* Acted as Quality Controller for achieving ISO 9001:2008 , OHSAS 18001:2007 & ISO 14001:2004 at Bahrain Prism Glass Factory
* Automated & regularized Performance Appraisal system at Al Shirawi ESG
* Lead the implementation & customization of ORACLE HR module at Al Shirawi ESG
* Planned & executed multiple employee welfare programs at Al Shirawi ESG
* Planned & executed leadership development programs and other OD interventions at Al Shirawi ESG
* Designed & executed employee training program at Bahrain Prism Glass Factory
* Conducted Employment Survey at Collabera Technologies Pvt. Ltd.
* Acquired & retained 55 clients at Safeer Al Madina Human Resources Consultancies during the span of 2 years

**INDUSTRY EXPOSURE**

**CONTRACTING : (U.A.E)** 7+ years of experience in managing Human Resources & Administration. Worked at Senior Management level for 5 years in Electromechanical and Civil Contracting Company.

**HR CONSULTANCY :** **(U.A.E.)** 2+ years of experience in Human Resources Consultancies serving diverse industries including FMCG , Real Estate , Marble & Granite Trading , Composite Materials , MEP , Building Material Trading , Exhibitions , E Commerce , Food Stuff Trading , Auto Tyre Trading , Furnishing , IT Consultancy , Waste Management Services , Battery Trading , Interiors , General Trading , Logistics & Cargo , Electronics , Garments , Glass & Aluminium Processing , Scaffolding , Hotels , Steel Trading , Restaurant , Shipping , Ball Bearing Trading , Jewellery , Agro Food , Wood Works , Transport , Hotel , Advertising , Printing , Food Ingredients , Fabrication , Food Manufacturing , Oil & Gas , Marine Technical Services , Metal & Alloy Trading.

**TRADING & MANUFACTURING: (U.A.E.)** 5+ years of experience managing HR & Administration of UAE based group having its Garments manufacturing factories at Bangladesh.

**ITES: (INDIA)** 2+ years experience in Human Resource Management at Corporate level.

**GLASS PROCESSING : ( BAHRAIN )** 1+ year experience in Human Resource Management & Administration at Factory / Shop Floor level.

**PHARMACEUTICAL : (INDIA)** 6+ years experience in Sales & Business Development at State Level.

**RESPONSIBILITIES AT SAFEER AL MADINA HUMAN RESOURCES CONSULTANCIES**

* Recruitment & Talent Acquisition
* Sales & Business Development , client acquisition
* Customer relationship management
* Team building , team management & Operations
* Employer Branding
* Gauge the market movement and align the business strategies accordingly
* Human resources policies & procedures
* Office Administration & Procurement
* Strategic HR Consultation
* Team welfare and recreational activities
* Ensure compliance of MOL , DED and Residency visa issues

**ACADEMIC QUALIFICATIONS**

* Masters In Human Resource Management – Year 2003
* Bachelor Of Law – Year 2001
* Bachelor Of Science – Year 1997

**I.T. SKILLS**

Well versed with MS Office, Windows , Oracle based ERP and internet applications

**PERSONAL DOSSIER**

Date of Birth : 10th June, 1974

Marital Status : Married

Nationality : Indian

Languages Known : English , Hindi , Urdu , Sindhi , Nepali

Driving License : Valid UAE LMV driving license

Location : Dubai , U.A.E

Visa Status : Valid UAE Residence Visa till 18.04.2018

 Valid US Tourist R B1/B2 Visa till 15.08.2027