

# RESUME

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## Professional Summary

- A dynamic professional with 9 + years of total work experience in HRM/ Administration broadly Recruitment, Performance Appraisal, Compensation, Payroll, Industrial Relations, Policies & Procedures, Operations, General Administration, Travel Management and Personnel Management.
- Expertise in handling HR and Admin functions entailing recruitment, grievance handling & union issues. Planning, strategizing and implementing abilities with demonstrated success in handling HR and IR issues as well as related administrative matters.
- An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail-oriented attitude.

## Work Experience

### **Redha Al Ansari Exchange ( April 2021- Present)**

#### **HR Officer -**

- Maintain staff by establishing a recruiting, testing, and interviewing program, counseling managers on candidate selection, conducting and analyzing exit interviews, and recommending changes
- Design job descriptions and questionnaires for each position's requirements.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees, scheduling management conferences with employees, hearing and resolving employee grievances, and counseling employees and supervisors
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends, recommending benefit programs to management, and directing the processing of benefit claims
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures
- Maintains historical human resource records by designing a filing and retrieval system, keeping past and current records.
- Implementation and liaise with the IT department for HRMS.
- Responsible for employees visa renewal/Cancellation.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Maintain employees health insurance.
- Completes human resource operational requirements by orienting and training employees
- Maintains human resource staff job results by counseling and disciplining employees, planning, monitoring, and appraising job results
- Contributes to team effort by accomplishing related results as needed
- Source potential candidates using appropriate recruitment sources such as job portals, social media platforms, referrals, LinkedIn, professional networks, internships, university recruitments, etc.
- Screen and Filter job applications and schedule in-person/ online/ telephonic interviews.
- Accountable to carry out complete joining formalities up till Visa stamping and Emirates ID Issuance.
- Assess applicants' relevant knowledge, skills and experiences.

### **EuroGulf Machines Tools and Tr. (April 2020 - March 2021)**

#### **Business Partner- HR**

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances, or other issues
- Oversee and manage the recruitment and selection process and smooth induction of Talent into their respective roles.
- Responsible for all day to day HR activities like Leave Management, Maintaining employee records.
- Identifies employee vacancies based on departments requirement and allocate Human resource ensuring appropriate matches on the Job position
- Prepare HR Correspondence (Warning letters, Memo's and other HR related communication)
- Monitor employee movement (Attendance, employee relations, Policy compliance etc)
- Manage performance appraisal system, pay plan and benefits program
- Payroll Management and final settlement calculations.
- Conducting the exit interviews of the employees.
- Process employee visa and medical insurances
- People business integration, vision, mission, values and Philosophy .
- Standardization of business processes (Optimization of Resources, Efforts & Cost)
- Continuous assessment / evaluation of employee & Organization Performance.
- Exclusive 'employee-centric' & 'customer-centric' approach.
- Align People with the needs of business & focus on meeting the needs of the business itself

### **Shattaf Steel Ind.Co LLC -Shattaf Group(Feb-19 – April 20)**

#### **HR Officer**

- To be the main point of contact for employees with general HR enquiries
- Create, implement, and evaluate all human resource department policies, procedures, and structures.
- Assist with the smooth induction of new staff.
- Manage health and life insurance programs
- Design and implement effective training and development plans
- Perform quarterly and annual employee performance reviews
- To manage the probationary reports, issuing probationary guidance, making sure probationary reports are prepared by managers by the appropriate date.
- Leave management
- Managing and updating all HR Policies and Procedures and departmental compliant systems and processes
- Ensure all employee records are maintained and updated with new hire information or changes in employment status
- Identify the company's hiring needs and manage the recruitment process to ensure it runs smoothly
- Minute taking and managing the notes for the Leadership Meeting
- Full responsibility for the administration and management of payroll services
- Any other duties deemed necessary both now and in the future to meet business needs.
- Respond to employees' queries and resolve issues in a timely and professional manner.

### **Uplift Delivery Services LLC -Ghaf Investment group (November 2016- Jan 2019)**

#### **HR Administrator**

- Main area of the business is to hire motorbike riders and distribute them into our various clients in UAE.
- Managed 300-400 employees from different nationalities.
- Ensure the relevant HR database is up to date, accurate and complies with legislation.
- Assist in recruitment process and completing the visa procedure of an employee
- Induction to the new employees about the company and giving basic operation training.
- Assisting the Finance Manager with the HR budgeting and cost analysis.
- Dealing with the payroll of the employees and keeping the records of the employee file.

### **Skin Jam General Trading -Al Qubaisigroup(October 2013-October 2016)**

#### **Assistant HR Administrator**

- Multi-dimensional working which includes inventory controlling, factory coordinator, HR assistance, Logistics assistance, client management.
- Dealing with the HR practices like Visa, Medical Card, and OHC etc.
- Managing the stock of ice cream raw materials' production with its food item registration and label assessment, follow up the consignments, FIRS preparation and its delivery to the warehouse.
- Directly reporting to the Production Manager regarding the day to day affairs and indulging in decision making to tackle the various issues related to the production and the logistics of the factory.
- Managing inventory of the factory and responsible for all the materials.
- Contacting directly to the existing suppliers and finding the new suppliers as per the requirement.
- Managing all the staff working in our factory and dealing with their work schedule, Job rotation, safety, and grievance.

### **NGAHR Private Limited-Kochi, India(January2012 – May 2013)**

#### **HR- Associate**

- Communication with applicants regarding job duties and responsibilities, compensation & benefits, work schedules, working conditions and other related information.
- Follow up with the candidates in client interviews and releasing offers.
- Completing the On boarding and Exit formalities.
- Responsible for updating records in the computer system and often maintaining general office files including client, accounting and contract files.
- Demonstrated ability to carry out payroll services in accordance with the processes and procedures of the department.

## **Educational Qualification**

- MBA in Human Resource & Marketing from Periyar University, Tamil Nadu, in August2011 (80%)
- Bachelor of Science in Physics from Pondicherry University, in June 2009 (73%)

## **Personal Details**

- Date of Birth : 10.10.1988
- Father's name : Prakasan A.V
- Nationality : Indian
- Languages Known : English, Malayalam,Tamil, Hindi .
- Passport no : K 3978795
- Passport expiry : 17.05.2022
- Visa status : Employment visa (transferable )

## **Declaration**

I hereby declare that the information furnished above is true, to the best of my knowledge.