

JAIMIN MISTRY

CHRMP Certified HR Professional | Naukri Gulf Certified Recruiter
+ 971 564358794 | +91 9033994212

jaiminmistry.mhrm@outlook.com

Al Mankhool Road, Bur Dubai, United Arab Emirates.



PROFILE SUMMARY

Results-driven HR professional with 8 years of experience in HR Generalist and PRO roles. Expertise in end-to-end recruitment, HR operations, employee relations, PRO services, and government relations. Committed to delivering exceptional HR services, ensuring labor law compliance, and fostering a positive work environment. Skilled in talent acquisition, HR management, payroll, compliance, and stakeholder management. Successfully improved hiring process efficiency, implemented innovative sourcing strategies, and managed employee transitions. Seeking challenging HR Generalist/PRO position in the UAE.

KEY SKILLS

HR Management | UAE Labor Law & Employment Regulation | Talent Acquisition | Recruitment | On-boarding | HR Operations | Employment Relation | Payroll | Compliances | PRO Services | Employee Engagement | Problem Solving | Stakeholder Management |

PROFESSIONAL EXPERIENCE

Hathway Cable & Datacom Ltd.
Assistant Manager HR

July 2021–June 2023

- **Talent Acquisition and Recruitment:** Successfully delivered end-to-end recruitment services by sourcing and screening candidates through multiple channels. Achieved a 20% increase in the number of qualified applicants and improved hiring process efficiency by implementing standardized screening calls, reducing time-to-hire by 15%.
- **Innovative Sourcing Strategies:** Met the manpower requirements of 8 departments within the given timeframe, resulting in a 100% fulfillment rate. Implemented creative sourcing strategies that led to a 30% increase in the quality of candidates and reduced external hiring costs by 15%.
- **Documentation and Record Management:** Maintained accurate and up-to-date official records, ensuring a 100% compliance rate during audits and inspections. Achieved a 20% reduction in the turnaround time for generating offer, appointment, increment, and experience letters.
- **HR Operations and Employee Transitions:** Effectively managed employee transfers, resignations, and final settlements, reducing the settlement cycle time by 25%. Implemented an attendance management system, resulting in a 15% improvement in attendance compliance.
- **PRO Services:** Provided efficient PRO services, including visa processing, visa renewals, work permits, and document attestation.
- **Training and Development:** Developed and executed in-house training programs for new and existing team members, resulting in a 20% increase in employee productivity. Conducted training needs assessments, identified skill gaps, and implemented targeted development programs.
- **Employee Engagement and Recognition:** Organized monthly/quarterly employee engagement activities, resulting in a 10% increase in employee satisfaction and retention. Implemented reward and recognition schemes, leading to a 15% improvement in employee morale and motivation.
- **Team Management:** Effectively managed a team of 3 executives, driving improved performance and timely completion of deliverables. Conducted regular reviews and implemented performance improvement plans, resulting in a 10% increase in team productivity.
- **MIS and Reporting:** Maintained and presented weekly and monthly hiring reports, providing real-time insights for management decision-making. Developed and implemented an exit report system, resulting in a 20% reduction in employee attrition.
- **Stakeholder and Vendor Management:** Cultivated strong relationships with internal stakeholders, fostering increased collaboration and satisfaction. Coordinated effectively with payroll vendors to ensure accurate and timely processing of employee-related requirements.

- **Talent Acquisition:** Successfully sourced and attracted qualified candidates through diverse channels, resulting in a 20% increase in the number of qualified applicants. Conducted initial screenings, leading to a 15% reduction in unqualified candidates progressing in the recruitment process. Efficiently coordinated interviews, resulting in a 10% decrease in time-to-hire for key positions. Managed the offer process effectively, achieving a 95% job offer acceptance rate.
- **HR Operations and Payroll Management:** Ensured accurate and timely salary payments, maintaining a 100% on-time payment record. Effectively managed leave and attendance, resulting in a 15% reduction in unauthorized absences. Administered employee benefits successfully, improving employee satisfaction with the benefits package by 10%. Ensured 100% compliance with labor laws and regulations, mitigating legal penalties and disputes.
- **Recruitment and Induction - Orientation:** Efficiently managed end-to-end recruitment processes, reducing time-to-fill positions by 20%. Conducted comprehensive new employee orientation sessions, resulting in a 90% satisfaction rate among new hires. Facilitated smooth integration of new employees, leading to a 15% decrease in turnover during the onboarding period.
- **Contract Labor Management:** Monitored contract worker performance, resulting in a 10% increase in productivity and work quality. Negotiated favorable contract terms and conditions, reducing contract costs by 5%. Ensured timely payments to contractors, maintaining a 100% on-time payment record.
- **Statutory Compliance Management:** Maintained accurate records and documentation, achieving 100% compliance during audits and inspections. Implemented effective compliance strategies, ensuring zero labor law violations and penalties.
- **Employee Engagement:** Designed and implemented employee engagement initiatives, resulting in a 20% increase in employee satisfaction and retention. Conducted surveys and feedback sessions, leading to a 10% improvement in employee feedback scores. Organized team-building activities to foster collaboration and enhance team cohesion.
- **Full & Final Settlement:** Efficiently managed the full and final settlement process, ensuring timely processing and accurate calculations. Achieved a 100% accuracy rate in final payment calculations, minimizing discrepancies and disputes.

Gini & Jony Ltd.

Executive – HR

June 2015- December 2016

- Assisted HR team in various administrative tasks, including data entry, file management, and document preparation.
- Participated in the recruitment process by screening resumes, conducting initial phone screenings, and scheduling interviews.
- Assisted with employee onboarding activities, such as preparing new hire documentation, conducting orientation sessions, and ensuring a smooth transition for new employees.
- Assisted in maintaining employee records, updating HRIS, and ensuring data accuracy and confidentiality.
- Supported employee engagement initiatives, including organizing team-building activities and employee recognition programs.
- Assisted in employee relations matters, including addressing employee inquiries, resolving conflicts, and providing general HR support.

EDUCATION

Master of Human Resource Management- MHRM
Sardar Patel University, India

2013-2015

Bachelor of Business Administration- BBA
Ganpat University, India

2010-2013

CERTIFICATION

Naukri Gulf Certified Recruiter
Certified Human Resource Business Partner- CHRMP Certified
Licentiate HR Duties Programme - PREHR

2023
2021
2015

TECHNICAL SKILLS

Human Resource Information System
Knowledge of (ATS)
Employee Self Service (ESS) Platform.