

SARANYA DINESH

HR OFFICER/HR GENERALIST

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Place: Dubai



EXPERIENCE

HR Officer

UNIVERSAL EXCHANGE - Dubai

📅 10/2024 - Present 📍 Dubai - UAE

- Collaborate with management to assess workforce needs and develop proactive HR Solutions
- Oversee the recruitment process, including job postings, conducting interviews and on boarding.
- Conducting Gap analysis on regular intervals between the current HR policies and procedures and CUAU standards and UAE Labor law.
- Maintain accurate HR records and prepare reports for management and regulatory bodies.
- Update the Know your Employee(KYE) processes and ensure that background screening checks are conducted prior to employment placement.
- Ensure the GPSSA is updated as necessary
- In compliance with the UAE Central bank Standards, ensure Tawteen system is updated as necessary.

Senior HR Officer

AL RAZOUKI INTL EXCHANGE - Dubai

📅 11/2021 - 07/2024 📍 Dubai - UAE

- Plan and implement company talent acquisition strategy
- Develop company policy for talent benchmarking, talent assessment, and interviewing
- Conduct sourcing activities in order to fill open positions
- Perform analysis or organizational development and anticipate future employment needs
- Design and manage recruitment and selection processes including resume screening, screening calls, interviews, etc.
- Review employment applications and background check reports
- Process documentation and prepare reports relating to personnel activities
- Work with business heads to plan manpower requirements in accordance with annual business plans and productivity norms
- Monitor and review the manpower budget quarterly to ensure adherence to the budget norms
- Manage the completion or onboarding and exit formalities, including but not limited to the activation/deactivation or relevant systems, execution or all communication activities and finalization or required documents
- Monitor escalated cases related to onboarding and on-boarding and employee services, and ensure resolution in a timely and effective manner
- Successfully recruited more than 100 candidates.

Branch Manager

KLM AXIVA FINVEST

📅 06/2020 - 07/2021 📍 Kochi

Assistant Manager - Operations

HEDGE FINANCE

📅 01/2017 - 04/2019 📍 Kochi

Executive-operations

MUTHOOT FINANCE

📅 11/2013 - 02/2015 📍 Kochi

SUMMARY

HR Professional: Strategic, business-minded Human Resources professional with 5 years of experience managing all aspects of HR functions. Skilled in building an inclusive workplace by providing the best services to meet employee and business-driven needs. Focused on innovation and open to change, leading to a beautiful destination

LANGUAGES

English

Professional working Proficiency

Malayalam

Native Proficiency

Hindi

Limited Working proficiency

SKILLS

- Recruiting
- Training & Development (HR)
- Talent Management
- Performance Management
- Candidate Selection
- Compensation Administration
- HR Operations
- HR Policies
- Employee Benefits

EDUCATION

Master of Business Administration

Mahatma Gandhi University

📅 01/2011 - 01/2013 📍 Kochi

- HR & FINANCE

Bachelor of Arts

Mahatma Gandhi University

📅 01/2008 - 01/2011 📍 Kochi

- BA., PHILOSOPHY

PERSONAL DETAILS

Date of Birth: 29-10-1990

Nationality: Indian

Visa Status: Employment Visa