



# Vinod Menon

PEOPLE & PROJECTS LEAD



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## ABOUT ME

A dynamic people & operations leader who has shaped high performing cultures at major public listed organizations with strategic vision, progressive technical resources, prolific communication and robust development programs resulting in revenue growth, profitability and workforce excellence. I firmly believe that Human Capital centered best practices and optimized processes are the key in delivering stakeholder ROI and growth. I am committed to champion these ethos within your esteemed organization.

## KEY ACHIEVEMENTS

- Exemplary Employee Engagement  
Increased employee engagement by 30% through strategic HR initiatives at ARC.
- Innovative Talent Acquisition  
Significantly reduced time to hire and improved hire quality.
- Leadership Development Impact  
Developed leadership programs resulting in 25% growth in internal promotions.
- Successful HRIS System Implementation  
Project lead for AI based HRIS/HCM systems integration enhancing performance, efficiency, data accuracy and HR decision making.

## KEY SKILLS

- Organizational & Leadership Development
- Projects Management
- Collaboration & Digital Transformation
- Strategy & Business Initiatives
- Corporate Governance, Policies & Procedures
- Corporate Branding & Communication Strategies
- Compensation and Benefits
- Conflict Resolution & Negotiations
- AI Based HCM Solutions
- HR Compliance

## WORK EXPERIENCE

MATRIX GLOBAL  
International  
(an oil & gas EPC conglomerate in MENA)  
Apr' 2023 - Present



### Group Head, People & Operations

- **Leadership:** Provides strategic direction, leadership and oversight for all aspects of people, operations and projects including HR strategies, Total Rewards, Conflict Resolution, Staffing, Project Management, Corporate Governance & Organizational Development
- **Performance Management:** Oversee the annual performance management programs, periodically revamp current processes. Act as firm's culture ambassador and ensure HR compliance.
- **Transformation:** Transformed previously disorganized, underperforming HR department into a cohesive, agile, cost efficient and highly automated as well as utilized entity
- **Collaboration & Project Management:** Collaborate with various regional business centers (GCC, INDIA & EU) and align our HR operations in line with project needs.

BIZHUB  
Apr'2020 - Mar'2023



### Senior HC Consultant, Transformation & Automation

- **Organization Transformation:** Enabled organization development and operational robustness essential to business sustainability and increased operational efficacy of clients. Launched HR transformation initiatives to consolidate and streamline business operations, business domains, staffing, reporting lines and corporate governance.
- **Expert Guidance:** Partnered and provided expert guidance to organizations on talent acquisition, talent management, compensation and HR Compliance. Actively mentored organizations to design and implement HR solutions that align with their business and HR objectives.
- **Automation:** Implemented, integrated and maximized usage of new AI based HRIS/HCM solutions like 'WORKDAY', 'PSYMETRICS'. Brought project in 15% under budget and dramatically improved efficiency of HR functions.
- **Client Relationships:** Build and maintained strong client relationships to drive enhanced customer experience thereby to drive business growth, retention and continued engagements.

## COURSES

- FCPID, U.K+
- SCP, HRCI, USA
- MBA, Pune University, IN
- Bachelors in Science, Calicut University, IN
- Advanced computing, CDAC, IN

## LANGUAGES

- English
- Hindi
- Malayalam
- Arabic
- German

## SECTORS

- Manufacturing/Engineering
- Financial Services
- Oil & Gas
- MEP
- IT

AL RAMZ  
CORPORATION  
Apr'2006 - Dec'2019

Senior Vice President, Human Capital & Business Support

- HR Launch: Created HR organization, recruitment, staffing, onboarding, training for expatriates and national hires
- HR Organization Leadership: As HR Leader directing HR professionals in talent acquisition, benefits, executive compensation, training, leadership development, succession planning, HRIS, and regulatory compliance. Heavy emphasis on leading ARC through HR change and transformation programs aligned to business strategy.
- Post-Acquisition HR Integration: Streamlined integration of 3 financial services entities. Ensured strategic alignment of HR with new business objectives and minimized business interruptions through execution of workforce integration plans.
- Organization Transformation: Enabled operational change essential to a AED 5M reduction in operational costs. Helped to facilitate redesign core business operations, IT automation projects and fast track expansion.
- M&A Due Diligence: Contributed to senior-level M&A decisions, supporting initial analysis through HR due diligence and subsequent integration. Enabled business growth by assessing HR cultural compatibility and talent impacts.

Head of HR & Projects

ATLANTIC OIL  
Aug' 2000 -  
Mar'2006

- Transformation: Transformed HR into a true strategic business partner in the aftermath of an end-to-end operational restructuring. Championed HR vision while forging sustainable HR infrastructure, systems, processes, and practices. Oversaw all project's operational budget and staff affairs.
- HRIS Technology: Drove transition from outdated HR systems into a fully integrated HRIS platform. Instantly improved analysis, reporting, and planning capabilities while streamlining daily HR functions.
- Employee Relations: Introduced proactive employee relations and communications programs to resolve previous employee and management issues and restore the credibility and employee-centric focus of the HR organization.
- Project Operation: Ensure timely issuance of oilfield security passes and clearances for smooth operation of onshore and offshore projects. Timely execution of projects for ADNOC group of companies in liaison with US based principal (OIL GEAR/NATIONAL OIL WELL)

CONSOLIDATED  
CONTRACTORS  
ENGINEERING  
1997- 2000

Human Resource Administrator

- Employee Relations: Introduced proactive employee relations and communications programs to resolve previous employee and management issues and restore the credibility and employee-centric focus of the HR organization.
- HR Operations: Consolidated HR functions previously managed by several different departments into a single consolidated

RIAN SYSTEMS  
1995-1997

HR Officer

- Hired to manage recruitment and staffing for start-up venture. Helped to build company from an empty suite of offices into a full- scale operation with 35 employees (29 staff and 6 management/ executive personnel). Created and implemented hiring policies, procedures, systems, and technologies to support company's long-term growth and expansion.

## EDUCATION

CHARTERED  
INSTITUTE FOR  
PERSONNEL  
DEVELOPMENT  
(CIPD), U.K

Chartered Fellow (FCPID)\*  
\* In progress

SOCIETY OF HUMAN  
RESOURCE  
MANAGEMENT  
(SHRM), U.S.A

Senior Certified Professional (SCP)

SCHOOL OF HUMAN  
RESOURCES  
MANAGEMENT, PUNE  
UNIVERSITY, IN

Master of Business Administration (MBA)

SCHOOL OF  
SCIENCE, CALICUT  
UNIVERSITY, IN

Bachelor of Science (BSc)

CENTER FOR  
DEVELOPMENT OF  
ADVANCED  
COMPUTING (CDAC),  
R&D CAMPUS, PUNE  
UNIVERSITY, IN

Advanced Computing Degree

TECHNICAL  
TRAININGS

- Certified Knowledge Management (CKM), Geneva
- PSY Certified in Occupational Assessment
- Develop the Leader in You
- Competency Assessment in Performance
- HR Strategy in Banking and Finance
- Certified Internal Auditor; ISO:9002:1994, ISO: 9001:2000, ISO 14001 & OHSAS 18001, RWTUC