

Vidya Mahesh

HR Officer

A competent HR professional with a proven track record of working with an Engineering Company. Diverse experience in HR management role with over 14 plus years which include 12 years of UAE experience. Possess thorough understanding of payroll, recruitment, employee onboarding and off boarding, HR policies and UAE labor law.



Work History

2012-08 -
Current

HR Officer

Saif Bin Darwish, Abu Dhabi, United Arab Emirates

- Enhanced team workflows and employee job satisfaction by coordinating communication between managers and employees.
- Facilitated successful policy implementation and enforcement to maintain legal and operational compliance.
- Allocating, monitoring, controlling, and follow-up of all work amongst the staff in P&A Office.
- Creation of Master Records for each employee and updating and coordinating in defining the yardstick for appraisals.
- Coordinating with Planning Department on the movement of staff as per requirement -Arranging for Visas, Work-Permits, and such other statutory obligations ·
- Approval of Leave Applications & providing replacements as per requirement.
- Short-listing the candidate list and arranging for interviews and coordinating in recruitment, training, transfer and posting of employees.
- Handling the payroll of employees.
- Arranging for the smooth onboarding and off boarding of employees.
- Handling the correspondence with Departments, Employees, Candidates, Agencies, etc.
- Recruitment Coordination of all the Division / Department / group / General Manager's for the



Contact

Address

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Phone

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Skills

UAE Labor Law	●●●●● Excellent
HR policies	●●●●● Excellent
HR Compliance	●●●●○ Very Good
Payroll	●●●●●

Employee onboarding and off boarding	<p>Excellent</p> <p>●●●●●</p> <p>Excellent</p>
UAE driving license	<p>●●●●●</p> <p>Excellent</p>

Group which has business interest in Construction, Plant Maintenance, Human Resources, Equipment & Transportation, Information technologies & Real Estate.

**2010-12 -
2012-07**

Junior Executive

Muthoot Finance , Kerala, India

- Allocating, monitoring, controlling, and follow-up of all work amongst the staff in P&A Office
- Implement performance review procedures.
- Act as the point of contact regarding labor legislation issues.
- Manage employees' grievances
- Approval of Leave Applications & providing replacements as per requirement
- Oversee daily operations of the HR department
- Coordinating in recruitment, training, transfer and posting of employees
- Maintain database of candidates of the profile required by the group
- Responsible to ensure adherence to Recruitment and selection policy and updating the same on need basis
- Managing induction program to the new employees within group companies
- Assisting HR Manager regarding various organizational policies and procedures

Education

**2007-06 -
2009-06**

MBA: Human Resource Management

Bharathiar University - Kerala

**2004-07 -
2007-05**

Bachelor of Arts: Economics

Mahatma Gandhi University