



SREEDHANYA U S

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Immediately Available to Join

Enthusiastic, result oriented professional with extensive 15 plus years experience in planning and directing all areas of Human Resources and Administration that includes but not limited to project management, employment law, team management, revenue achievement, performance management, policy and procedures, supervision and training, advisory, leadership, analytical and managerial progressive experience in both strategic and operational HR & Admin with proven ability in:

- HR Policies & Procedures
- Manpower planning & budgeting
- Employee Engagement
- Recruitment
- Training & Development
- Payroll
- HR Administration
- Job Description
- Employee Welfare
- KPI & Performance Management
- Employee Retention
- Legal Compliance
- Employee Separation
- Employee Recognition & Rewards
- Organization Structure
- Conflict Management
- Visa Process
- Project management

Key Achievements

- Reengineered the Organization Structure, Prepared Job Description and Process Flow for TP Connects & Silver Globe.
- Successfully established new business unit by abiding to the rules and regulations of the country.
- Developed and implemented the Compensation & Benefits Structure, Grading Structure.
- Recruited more that 300+ employees across region (UAE, Oman) in various levels of the

- Organization ranging from Managerial level to the Executives.
- Successfully developed Employee Handbook, HR Manual etc for the organization.
- Reduced the absenteeism of staff.
- Successfully organized and conducted Employee Welfare Activities such as birthday parties, Annual Staff Parties, Employee outings, Sports-indoor and outdoor, blood donation campaigns etc.
- Successfully implemented Employee Engagement Activities.
- Active participation in the Corporate Social Responsibility Activities such as Clean Up Campaign, Marathon etc
- Streamlined the various insurances such as Medical, Property, Public Liability, Workmen's Compensation, Group Life Insurance and Vehicle Insurance.

Work Experience

TPConnects Technologies LLC January 2021 to February 2021	HR Manager Reporting to: CEO No Of Reportees: 1
Aegis Insurance Brokers Pvt Ltd September 2019 to September 2020	Director-HR Reporting to: CEO No Of Reportees: 4
TPConnects Technologies LLC June 2017 to August 2019	HR Manager Reporting to: CEO No Of Reportees: 1
SilverGlobe Insurance Brokers LLC May 2014 to June 2017	HR & Administration Manager Reporting to: CEO No Of Reportees: 3
ICS Consultancy Ltd July 2010 to April 2014	HR Manager Reporting to: HR Director
HDFC Bank December 2007 to June 2010	Assistant Manager Reporting to: Branch Manager
Bajaj Allianz Life Insurance Co Ltd March 2006 to November 2007	Sales Manager Reporting to: Area Manager
Heera Construction Company Pvt Ltd July 2005 to February 2006	HR Executive Reporting to: General Manager

Key responsibilities

- Developed and implementation of **HR policies** and **employee handbook** across the company for legal compliance and to ensure they remain relevant and effective.
- Prepare and identify **manpower budgeting and planning** in coordination with the requirements of the department and ensure that the recruitment is based on the approved manpower plan.
- Develops and monitors an annual budget that includes Human Resources services,

- employee recognition, employee engagement and administration.
- Design, direct and manage company-wide process of organization development that addresses issues such as **succession planning**, superior workforce development, **key employee retention**, organization design and change management.
- Select and supervises HR consultants, attorneys, and **training** specialists, and other requirements of the company.
- Manage the end to end **recruitment** in accordance with Recruitment Policy which includes publishing ads, liaising with recruitment agencies (local and International agencies), Shortlisting candidates, interviews, reference checks, employment contracts, induction & on-boarding. Work closely with Manpower supply companies to meet the operational requirements.
- Oversee the process of making necessary arrangements for the **pre and post joining formalities and employee orientation (Employee On-Boarding)**
- Prepare, review and issue the **job description** to the employees in coordination with the department heads; revise the job descriptions whenever required.
- Oversee and manage the **Performance Appraisal System**. Implemented Key Performance Indicators (KPI) & Knowledge Transfer (KT).
- Prepared, monitored and updated the **Compensation and Benefit Structure** of the organization.
- Developed and implemented **Employee Rewards & Recognition**.
- Oversee the **PRO activities** and monthly visa/Labour card/Emirates ID renewal, **renewal of Trade License**, Immigration Card; ensure that the renewal is completed on time and to avoid any penalties.
- Oversee the **employee separation process**; final settlement, visa cancellation and other exit formalities; Conduct **exit interviews**.
- Oversee the **daily attendance; monitoring absenteeism** of workers on a monthly basis and takes steps to reduce the absenteeism.
- Maintain accurate **employee payroll process** and to ensure accurate, efficient and timely payment of employee payroll.
- Oversees the **employee leave entitlement, air ticket and leave salary**; ensure that the leave salary and the air ticket are issued to the employees on time.
- Maintain **leave salary and gratuity provision** for the employees.
- Handled the **employee grievances/conflicts** and provide amicable solution for the grievances/conflict.
- Oversee, ensure and identify the **training needs, develop effective training programs and training calendar** in conjunction with the other departments in the company.
- Coach & guide the Managers in consistent understanding and implementation of HR Policies and Procedures for effective **employee relations**.
- Represented the HR Department in the Internal and External Audits.
- Negotiate and review the Medical Insurance, Life Insurance and Workmen Compensation policies with the insurance providers.
- Oversee and organize various activities as a part of the **Employee Engagement Activities and Employee Welfare Activities**.
- Represent the HR Department in the **Monthly Management Review Meeting** and various other internal meetings.
- Oversee the travel arrangements & hotel booking for the guests of the company.
- Handling employee database (Both in soft form and file management).
- Opening bank account/RATIBI card for the new employees.
- Oversees and Responsible for providing various MIS/report like headcount, attrition, assets issued etc
- Serve as a point of contact for employment relations and communicating with labor unions.
- Leads the development of department goals, objectives and systems.

- Keeps the CEO and the executive team informed of significant problems that jeopardize the achievement of company goals and those that are not being addressed adequately at the line management level.
- All other responsibilities assigned by the CEO.

Education

MBA: HR & Marketing – 2005

The Oxford College of Business Management, Bangalore University, India

M Com: Finance – 2003

MG College, University of Kerala, India

B Com- Finance-2001

NSS College, University of Kerala, India

Personal Dossier

Date of Birth	:	02-12-1979
Marital Status	:	Married
Permanent Address	:	SRA-25, T.C. 21/1430, Sreekrishna, Nedumcaud, Karamana P O, Trivandrum, Kerala, India -695 002
Languages Known	:	English, Hindi and Malayalam
Reference	:	Available upon request