

**BINU DIWAKAR**  
**Mobile: 00971 50 80 50478,**  
**E-Mail: [binudiwakar12@gmail.com](mailto:binudiwakar12@gmail.com)**



## **JOB OBJECTIVE**

**Seeking Managerial assignments in Human Resource wherein my expertise, knowledge and competency can enhance the quality of HR Department and the whole organization thus enabling me opportunities to improve my career and capability.**

## **PROFILE SUMMARY**

- Performance driven professional with 14 years of multilevel expertise in UAE – HR activities and back home I had a distinguished service of 15 years in Indian Air Force as a Senior Non-Commissioned Officer.
- Expertise in Manpower management, Talent Acquisition involving, Job evaluation, job specification, resumes generation, screening, short-listing, selection & salary fitments.
- Proficient in formulating and implementing HR systems and policies. Identifying NVA's and periodical revision of policy and procedures. Have the capability to design and implement independent HR functions.
- Sound knowledge of UAE Labour Law and experience of various PRO activities, Labour / Immigration Procedures in almost all emirates in UAE and JAFZA.
- Proven abilities in Repatriation, Team Management, Branch Administration, Cost / Time Effectiveness, Grievances & Redressal. Recently managed mass repatriation of almost 350 employees with in 30 days and the process involved arrangement of chartered flights also.
- Managing Health Insurance coverage of staff and family members (Appx-1200 Nos in different emirates), Expertise in negotiation and finalization of Health Insurance Coverage. Claim settlement, follow ups and Work Injury issues.
- Active role in managing COVID related issues for the organization by arranging Covid Test, Quarantine, facilities. Work from home arrangements and manpower reductions. Presently initiating vaccination process for entire organization.
- Excellent communication skills with proven written abilities in English. Handling reports, presentations, periodical write-ups and promotional videos pertaining to organization and activities.
- Organizational cultural development activities and CSR enhancement through various programmes.
- Sound knowledge of Business Tour activities and procedures related to visa process of almost all countries. (Almost 15 to 20 overseas business visits per month in organization during pre covid time).

## **ORGANISATIONAL EXPERIENCE**

**Dynatrade Automotive Group -- UAE Sep 2009 - Till date**

**(UAE Operations of M/s Saud Bahwan Group, Ltd – Muscat)**

**Designation: Senior Executive - HR** (Reporting to Head HR in managerial capacity along with a team of 04 Subordinates & PRO Cell- Employee Strength of 1000 Appx (22 branches in 04 emirates)

**Key Result Areas:**

- Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews. (Annual Selection of 200+candidates).
- Identifying talents based on job profile and requirement.
- Expertise in Job Description, Evaluation, Screening and End to End Recruitment process.
- Interviews, selection, salary fitments and negotiations.
- Organizing various Sports, Arts and Cultural Events across the organization, Managing employee get together. Circulating the details of activities across the organization and HO through visual and print media.( Magazines, write-ups and videos).
- Interfacing with Management and Heads of Department for implementing HR policies & procedures in line with core organizational objectives.
- Annual surveys and analysis based on market scenario and trends and appraisal to HO.
- Annual analysis of Medical Insurance Expenditure with Health Insurance Company.
- Chairman of mess committee to ensure hygiene, quality and management of Bachelor Mess facility ( 600 members at 03 locations and 06 messes).
  - Analyze the training needs and co-ordinates with Training Department for inducting New Programmes.
- Introduced HR internal Auditing and Job rotation.
- Supervising Business Tours and Visa Requirements of incoming visitors & timely renewal of contracts, visas, passports and all other documents pertaining to staff, labour and Immigration Departments
- Health Insurance and Occupational Health Cards for employees and families.
- Instrumental in periodic Branch Visit Schedules and its follow up (introduced the concept of HR @ place).
- Organization Culture Development by Managing all employee bonding activities (sports and arts) and participation in various UAE social circle activities.
- Handled Commercial activities including Bachelor Camps, Family Accommodations, Staff Mess and Transportation in big volume.
- Handled recruitment drives in India and Sri Lanka.

**Dynatrade Automotive Group -- UAE - Jun 2006 – Aug 2009**

**Designation: Executive P&A .**

(Reporting to the ASM – Commercial – Employee strength 600).

- Supervising all Commercial Activities and part of Recruitment Team.

- Part of overseas recruitment team and conducted major recruitment drive in South India.
- Active participation in forming an independent HR Department.
- Involved in opening of new branches, Bachelor Accommodations and Family Housing.
- Management of Bachelor Mess and Transportation Unit.
- Security Management and Fleet vehicle management.

### **Indian Air Force Nov 1992 – SEP 2005**

Enrolled in Technical stream and later shifted to Combat and Administrative functions and retired as a Senior Non Commissioned Officer.

#### **Highlights:**

- Worked in apex offices and installations of sensitive nature as Officer – In Charge.
- Participated in various promotional activities and Job Fairs.
- Participated in various live movements and exercises in difficult and different terrains.
- Distinction of being the Youngest Detachment Commander.
- Pivotal in Administration, Management, Communication and Operations Management

#### **ACADEMICS**

- 2006 MBA (HRM) - NIM - Maharashtra, India.
- 2000 PG Diploma in Management - IGNOU, New Delhi- India
- 1995 - BA in Public Administration - Kakatiya University- India
- Bachelors Degree from Indian Air Force

#### **CERTIFICATION**

Successful Negotiation: Essential Strategies and Skills by University of Michigan on Coursera.- 2017.

#### **IT SKILLS**

Proficient in AS – 400, MS Office, Internet & MS Out Look

#### **PERSONAL DETAILS**

Languages Known : English, Hindi, Malayalam & Tamil  
 Nationality : Indian  
 Date of Birth : 14th April 1971  
 Driving License : Valid UAE D/L License.

Hobbies : Short Film Making (script writing, Acting & Direction). Driving Travelling and Sports.

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