



MANOJKUMAR M. B

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CAREER SUMMARY

Professionally qualified with 20 years of successful experience in **HR, Administration & Legal** with all facts of Human Resources & Personnel Management – **International Recruitment, HR Administration, Performance Management, Leave Management, Payroll, Compensation and Benefits Management** as per UAE labor law, **Recruitment Cycle, Job Description & Grading system** in a result oriented career spanning in different industrial and multi-cultural environments of international exposure.

HR SKILLS

- | | | |
|----------------------------|---------------------------------|------------------------------|
| ◆ HR Department Startup | ◆ Staff Recruitment & Retention | ◆ WPS compliance Pay Roll |
| ◆ Employment Law | ◆ Employee Relations | ◆ Training & Development |
| ◆ Mediation & Advocacy | ◆ Benefits Administration | ◆ Performance Management |
| ◆ HR Policies & Procedures | ◆ HR Program/Project Management | ◆ Organizational Development |

PROFESSIONAL EXPERIENCE

HR & ADMINISTRATION MANAGER

SEPT 2019 – SEP 2020

ELECTROLUX MAINT & COMM SERVICES LLC-U.A.E

- Responsible for Managing 2500 Employees.
- Bridging management and Employee relations by addressing demands, grievances or other issues.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Manage the recruitment and selection process.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support .
- Ensure legal compliance throughout human resource management.
- Develop and Implement group wide performance appraisal program.
- Develop and Monitor Performance Improvement Programs.
- Supervise HR Executives.
- Analyze employee capacity semi-annually and prepare semi-annual Human Resource requirement plans.

HR & ADMINISTRATION MANAGER

OCT 2015 – FEB 2019

FUTURE METRO GROUP-UAE.

(ELECTROMECHANICAL & ELV Division)

Recruited to help open new company, guiding the startup and management of a full spectrum of HR operations, systems and programs. Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs. Manage

leave-of-absence programs and personnel records; administer benefits enrollment and programs; administer HR budget; and handle HR generalist workplace issues.

RESPONSIBILITIES

- Responsible for Managing 1500 Employees.
- Planning Human resource requirements in consultation with head of different functional & operational areas.
- Managing complete recruitment cycle for sourcing the best talent from diverse sources after identification of manpower requirements
- Using job portals, walk-ins, Databank, Internet Resume and employee referrals to head hunt candidates.
- Induction of new entrants to familiarize them with company culture, values, policies, processes and assist them in understanding their roles and responsibilities.
- Deployed and implemented HR policies and procedures.
- Developed the HR plans and policies in conjunction with the company's overall development.
- Preparation of Appraisals for all employees
- Established a proper organizational structure.

PROFESSIONAL EXPERIENCE (*CONTINUED*)

- Renewals of Trade licenses, Tenancy Contracts etc, in Sharjah /Dubai & Abu Dhabi.
- All insurance policies, Contractors All Risk, Group life, Workmen's compensation, Vehicle etc.
- Labors Accommodations.
- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Developing and implementing employee welfare policies.
- Preparation of various reports for Management which make it easy to make decisions regarding the current resources.
- Coordinating with the company PRO to apply for employment visas for selected candidates, ensuring the required documents are submitted to the PRO and processing documentation for the embassy attestation
- Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
- Co-coordinating with finance department for processing of payments to employees.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Responsible for implementing all procedures & processes in accordance to the company policy & the UAE Labor Laws.
- Administration functions of Head office and Branch offices.

HR & ADMINISTRATION MANAGER
MODERNA BLDG CONT LLC / MODERNA GLASS & ALUMINUM.

Nov 2012 to Oct 2015

RESPONSIBILITIES

- Managing the full life cycle recruitment experience from obtaining vacancies, researching job openings, sourcing prospective candidates, interviews, negotiations, checking references and dealing with closings
- Developing the annual manpower budget and recruitment plans to meet the needs of the business, performing budget forecasting, time-framing and tracking and controlling the recruitment activities.

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- Coordinating with candidates for offer acceptance and providing them with further assistance as required
- Providing regular weekly updates on the status of recruitment to all senior manager within the departments
- Verifying candidate references with previous employers if required and following up on other information.

PROFESSIONAL EXPERIENCE (CONTINUED)

HR & ADMINISTRATION MANAGER
RAS ENGINEERING L.L.C / RAS POWER DISTRIBUTION LLC

APRIL 2006 TO APRIL 2012

RESPONSIBILITIES

- As an HR/Administration Manager I take up the coordination tasks like meetings of clients and staffs.
- Responsible legal and administrative matters of RAS Group of companies (Electromechanical, Maintenance, Switch Gear Manufacturing)
- Responsible for maintenance of daily office operations and maintenance of calendar which would be referred by Board of Directors.
- Responsible for managing 1400 employees. Recruiting and staffing logistics, organizational and space planning, performance management.
- Assist all departments in review of legal matters, including personnel, employee relations and customer relations, as requested to do so.
- Establishes and maintains confidential files and records and performs administrative tasks such as liaising with other department and drafting and distribution of correspondence and other documents.
- Hire result oriented and high performing clerical and administrative personnel.
- Performed overall management of administrative functions.
- Managing supervisors and professional staff for efficient and effective performance.
- Evaluated financial and human resource management activities to ensure compliance with state and federal laws, rules and regulations.
- Developed and managed Human Resources role as company grew from 400 to 1400 employees.

LEGAL & ADMINISTRATION MANAGER
DEVADAS ASSOCIATES, THRISSUR, KERALA, INDIA.

APRIL 1998 TO MARCH 2006

RESPONSIBILITIES

- Perform legal analysis and case preparation, develop of case strategy, negotiate settlements or conditions or engaged in trial.
- Prepare policy papers and instruments, which have legal implications for consideration by appropriate authorities. Advice clients on banking laws; File claim application under Workmen's Compensation Act and executes new claims.
- Draft legal pleadings, interpretive letters, agreements, memoranda and briefs; Analyze remedies for a particular case, recommend an appropriate form of action or combination of actions (civil or criminal) and draft recommended remedy provisions.

EDUCATIONAL QUALIFICATIONS

- Bachelor of Law (L.L.B) 1993-1996 (University of Calicut, Kerala, India)
- Bachelor of Commerce (B. Com) 1990-1993 (University of Calicut, Kerala)
- Certified HR Manager-2014 (American Institute of Business & Management)
- MBA (H.R) 1st year completed (Bharathiar University, Coimbatore, India)

ACHIEVEMENTS / PARTICIPATIONS

- Undergone Training in “Basic Construction Safety Training” conducted by TUV Middle East.
- Completed One Year Training with “Bar Council of Kerala” after Law Graduation.

COMPUTER SKILLS

- Operating System: - Windows 7 & XP.
- Proficient in MS Office packages which includes MS Word, Excel, Power Point and Outlook.
- Internet and Email.
- Tally – 7.2.

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 04, April 1969
Marital Status : Married
Passport No : Z5390311
Visa Status : Employment Visa (Transferable).
Languages Known : English, Hindi & Malayalam

I assure that the above information is true and correct to the best of my knowledge.

Yours faithfully,

MANOJ KUMAR M. B.