



SANJU SUDHAKARAN KALLINGAL 

United Arab Emirates

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CAREER OBJECTIVE

An experienced and well-maintained professional having ample amount of knowledge in **HR & Banking** sector, with in-depth knowledge of a successful & solid career spanning 10 years - for reputed firms in **UAE & India** and their offshore operations.

AREAS OF EXPERTISE

- **Talent Acquisition**
- **Induction and Onboarding**
- **Training and Development**
- **Performance Management Analyst**
- **Generalist & other Administration**
- **ORACLE Orbit HCM**
- **Payroll Specialist (Payroll for 1300+ Employees)**
- **Leave Management**
- **Insurance Coordinator**

CAREER SNAPSHOT

 **City Transport** | AUH, UAE (UNDER DEPARTMENT OF TRANSPORT – AUH)

HR – Payroll Officer | August 2019 to till date

 **ICICI Bank Ltd** | AUH, UAE

Bank Officer | June 2016 to October 2018

 **Ocwen Financial Services Ltd** | Bangalore, India

Research Analyst | March 2014 to April 2015

 **Axis Bank** | Bangalore, India

Relationship Officer | December 2011 to December 2013

 **J.P. Morgan Service India Ltd** | Bangalore, India

Transaction Processing Specialist | January 2011 to October 2011

*"I feel that my greatest strengths are firstly my willingness to take responsibility for all the **HR-operational & administrative duties** within an office. Secondly, my **skill at working efficiently as part of a team**, and forming solid personal bonds with other staff members, and thirdly my desire to work with existing management teams on any adhoc*

JOB RESPONSIBILITIES

As a Payroll Officer

- Input and review for accurate employee's personnel/salary & benefits information
- Check Time and attendance records, leave Applications, Loan Repayment, Pension Contribution, Deductions, Traffic Fine & Overstay Fine.
- Monthly Payroll Process.
- Preparation of Employee **Annual Leave Settlement**.
- Preparation of Employee **End of Service Benefit**.
- Process New Joining, Resignations & Terminations
- Add any additional payment to be made to the employee as part of the monthly salary.
- Collect, analyse, enter, calculate and verify payroll information.
- Obtain approval from authorised signatories and transfer the payroll document to the finance department.
- Preparing the WPS sheet as per the instruction of Central Bank.
- Transfer WPS files to the Bank.
- Generating the Pay Slips.
- Calculation of Leave requests Eligibility and updating in the system.
- Resolving employees' queries and complaints related to payroll.

As an HR Generalist

- Implement, manage, maintain and update HR Policy & Procedures and Forms such as - **HR Checklist, Joining, Interview Evaluation, Updated Job description, Exit Interview** with supervision of HR Manager.
- Issuing the **salary revision letters, promotion letters, experience certificates, clearance certificate, N.O.C. and Salary Certificates.**
- Process and preparation of organized **Daily, Weekly, and Monthly HR Reports** to the Management.
- Conducting **Exit Interviews.**
- Maintain and organize **company’s Health insurance** as well as **Workmen compensation** which includes Addition, Deletion, Claims and Reimbursement.
- **Liaising with PRO** in Preparation of necessary documentation on behalf of company personnel for **Visit Visa, Employment Visa, Transfer of Residence, Procurement of Emirates ID, Stamping of Residency Permit, Insurance Card.**
- Facilitates **interdepartmental and Employees transfers** after Consultation with the Management.
- **Coordinate HR projects** (meetings, training, surveys etc) and take minutes (**Minutes of Meeting**).
- Co-ordination with other Sister company units for timely action on day-to-day activities and exigent issues by communicating with HOD.
- Effective and engaging communication with staff members for addressing HR concerns.

Leave Management

- Dealing with Leave management of Staff including leave eligibility, Intimation, Duty Resumption Reports.
- Responsible for maintaining attendance / punching records of Company employees and Labour supply employees, to incorporate them in the payroll system with the support of biometric and Time sheets.

Performance Management Analyst

- Updating and maintaining standard **Job descriptions**, and **KPI’s** for each designated post.
- Managing the **performance Appraisal process** (Probationary and Annual) and making sure that the assessments are carried out fairly and effectively with strict timelines and complete data accuracy.

PERSONAL DATA

Nationality : Indian
Marital Status : Married
Date of Birth : 04th November 1989
Visa Status : Employment Visa
Languages : English, Hindi, Malayalam, Tamil
Driving License : Valid UAE DL

Educational Qualifications	
Postgraduate in Banking (2011) <i>IFBI University, Bangalore- India</i>	Bachelor's Degree in Commerce (2010) <i>Bangalore University, Bangalore- India</i>
Soft Skills	
<ul style="list-style-type: none">• <i>Confidentiality of data</i>• <i>Creativity</i>• <i>Presentation & Training</i>	<ul style="list-style-type: none">• <i>Problem Solver</i>• <i>Judgement and Decision Making</i>• <i>Quick Learner</i>
Technical Skills	
Operating System Office Automation Softwares Programming Languages	Windows and IOS Word, Excel and PowerPoint Adobe Photoshop CS6, Nitro, Picasa Visual Basic and SQL