

SHOBINA SUNNY



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PERSONAL PROFILE

An accomplished and highly effective Senior HR Professional with over 7 years of broad-based experience integrating People and Process in-line with the Organization Goals through successful deliverance of strategies to endorse talent. A highly motivated and charismatic personality with proven abilities in the HR Operations.

AREAS OF EXPERTISE

Employee Relations Management
Recruitment & Selection
Appraisal Bonus Management

Talent Management
Training & Development
Payroll Processing

Employee Engagement
Performance Appraisal
Resource Management

SCOPE OF MY WORK

- Developed competency in leading teams of professionals to institute best HR practices on recruitment techniques, performance management, selection, induction, orientation & development of new employees.
- Proven abilities in planning, sourcing, assessing, hiring and on-boarding of top talent from diversified retail industries for leading MNCs in UAE.
- Adept in managing modern HR Systems to maintain harmonious relations among management & workers through efficient administration and resolution of employee's grievances.
- Skilled in handling inductions joining or exit formalities, compensation & benefit, staff retention plan, rewards and recognition, employee grievances, policy reviews, trade license as well as reference checks.
- Team player with strong analytical, communication, interpersonal and organizational skills.

CORE COMPETENCIES

- Planning human resource requirements in consultation with Heads of various functional and operational areas as well as conducting selection, interviews or HR policies & procedures.
- Executing entire gamut of recruitment process from sourcing, screening, short-listing, selection and appointment as well as supervising induction program, discipline, policy & procedures for employees.
- Evaluating the degree of an employee's positive or negative emotional attachment to their job, colleagues & organization that profoundly influences their willingness to learn and perform at work.
- Looking after grievance handling, employee motivation, personnel or family counseling by instituting measures to reduce absenteeism and staff turnover.
- Handling payroll processing functions involving computation of salaries, attendance, leave, fixed & variable entitlements and maintaining documentation like pay-slips to attain approvals on consolidated salary advice.

EXPERIENCE FORTE

Feb'18 - Till Date

AL SHAMALI GROUP LLC
HR EXECUTIVE



Responsibilities:

- Assist with day-to-day operations of the HR functions and duties.
- Assist management to source candidates.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Scheduling interviews for job applicants
- Writing up job descriptions.

- Compile and update employee records (hard and soft copies).
- Provide new hires with information on company policies and procedures
- Develop and assist in implementing orientation programs for new hires
- Welcoming new employees and arranging induction programs for them.
- Deal with employee requests regarding human resources issues, rules & regulations.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves etc)
- Coordinating with PRO for visa processing and renewals.
- Maintaining confidentiality regarding Human Resources related issues.
- Creating and updating employee spreadsheets.
- Examining employee records to answer inquiries and provide information to authorized persons
- Handling the daily personnel tasks such as loans, increment, promotions, transfers, warnings, suspensions, terminations or resignations & final settlements.
- Group Welfare Management
- Handling Group health insurance
- Structuring various forms like Exit Interview, Clearance, and Leave Application etc. & administering the same.
- Employee records management
- Conducting the exit interview



Nov'16 – Dec' 17

**GRANDWELD SHIPWARDS
HR COORDINATOR**

Responsibilities:

- Handling end to end recruitment across all levels.
- Work with the line managers to gather key requirements for each role.
- Prepare the Job description.
- Conducting the Interviews and Scheduling the interview with the line managers.
- Handling Visa Process the visa application like Visit, Employment, and Transit in coordination with the PRO.
- Handling and tracking the Public Relation expenses.
- Managing the Employee On-boarding process and Induction.
- Handling Performance Management Cycle for all the new joiners till the probation is completed.
- Handling the daily personnel tasks such as loans, increment, promotions, transfers, warnings, suspensions, terminations or resignations & final settlements.
- Preparing and processing the monthly payroll and compensation reports.
- Updating and Managing the HRIS and Compliances.
- Managing Employee Leave Management system and prepare leave reports.
- Carrying out employee welfare studies and prepared action plans.
- Auditing the Overtime data of all the regions.
- Handling the complete Filing System.



Sep'12 – Nov'14

**LANDMARK GROUP
HR Executive**

.Responsibilities:

- Handling the entire end to end recruitment for all levels.
- Assist in developing, implementing, maintaining and reviewing of Company policies, rules and regulations in compliance with the labor law.

- Looked after joining formalities for all new joiners and assigned e-codes for the same.
- Conducting the orientation program for new joiners and accordingly applied personnel policies & procedures.
- Assisted Personnel Manager for daily personnel tasks such as loans, increment, promotions, transfers, warnings, suspensions, terminations or resignations & final settlement.
- Handling the confirmation appraisals.
- Processing payroll and benefits.
- Assisting the Personnel manager in the annual performance appraisals.
- Handled employee grievances.
- Conducting exit interviews.
- Issued offer letters to shortlisted candidates and collected processing documents for employment Visas.
- Coordinated for on-boarding process, prepared monthly payroll reports and handled group medical insurance.
- Updating on ERP to prepare HR reports and looked after leave management.
- Carried out activities for employee welfare and handled complete Filing System.
- Conducting retail visits at Retail Outlets in Dubai & UAE



Dec'09-Mar'12

APOLLO ADVERTISING
HR Executive

Responsibilities:

- Managing end to end of Joining and Separation formalities in coordination of ER function.
- Carrying out the joining formalities for all new joiners and assigns E-Codes.
- Helping the new joiners understand the policies and procedures and helping them to settle down in the company.
- Monitor and apply personnel policies and procedures.
- Assisting Personnel Manager in executing day to day the personnel.
- Tasks like Loans, Increments, Promotions, Transfers, Warnings, Suspensions, Terminations / Resignations & Final settlements.
- Complete Leave Management.
- Counsel the employee's on personnel issues.
- Handling employee grievances.
- Conducting the Exit Interview.
- Arranging cancellation documents and maintaining records.
- Screening CV's as per the requirements.
- Scheduling the interview.
- Conducting the initial interview.
- Issuing Offer letters to the selected candidates.
- Updating in to HR.Net and preparing HR reports.
- Managing Complete Filing System.

ERP & IT SKILLS

Well versed with ERP, MS Office, Axapta and Internet Applications

EDUCATION

Master's In Software Engineering

PERSONAL INFO

Nationality: Indian

DOB: 10-May-1987

Visa Status: Employment Visa