

ANOOP JOSEPH THERMADAM

Sr. HR GENERALIST | Sr. HR SPECIALIST | Sr. HR OFFICER | Sr. HR EXECUTIVE

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Visa Status: UAE Visit Visa (Expiring on January 17, 2021)



PROFILE

An Energetic **HR Professional** having **9+ years of experience (6 years & 1 Month in Saudi Arabia & 3 years in India)** in Human Resource Management & Administration. Intend to build a career in a committed and dedicated working environment. Constructively getting assimilated to organizations visions and ethos to help in achieving its visions with the depth of character and the best of my efforts that goes beyond the call of my duty. True Achievement is when my personal goals happily coincide with that of the organization.

SKILLS

- Talent Acquisition
- Staffing: Recruitment & Selection
- Job Evaluation & Job Analysis
- HR Business Analysis
- Workforce / Manpower Planning
- Overseas Visa Processing
- New Hire On-Boarding & Induction
- Orientation, Training & Development
- HR Policies & Integration
- Performance Appraisal
- Employee Relations & Engagement
- Payroll & Leave Management
- Compensations & Benefits
- HR Management & Administration
- Labor Law & Project Administration
- Facility Management
- Contracts Administration
- Organization Development
- Exit Interviews & Final Settlements
- Personal & Office Administration
- Vendor Management & Invoicing
- HR Master Data & MIS Reports

PERSONAL DETAILS

- Date of Birth: 23rd April 1990
- Marital Status: Married
- Nationality: Indian
- Passport No: K4297240
- Passport Expiry: 16 September 2022
- Languages Known: English, Hindi & Malayalam.

OBJECTIVE

Seeking to leverage my HR expertise by adding yet another challenging environment in a place which allows me to demonstrate my skills, which encourages creativity & stimulates personal and professional growth.

PROFESSIONAL EXPERIENCE

Sr. HR Generalist (21st September 2014 – 21st October 2020)

Al-Hugayet Group (Al-Khobar - Saudi Arabia)

Responsibilities

- Managing all aspects of Talent Acquisition / Recruiting, Talent Management and Employee Relations.
- Coordinate and support key organizational processes, including salary and budget planning, compensation, performance management, employee communications, succession planning & employee development.
- Drive the in-Kingdom, Overseas recruitment & selection process as assigned developing and maintaining strategies to attract and retain high caliber talent.
- Implementation of effective induction strategies & ensuring fulfillment of joining formalities of the new employees.
- Coach, counsel, and guide employees and managers on organization policy, and general employment issues both tactical and strategic.
- Manage partnerships with vendors for benefits administration.
- Lead the Performance Management process improvements to enhance the delivery of client services.
- Prepare management reports for purposes including headcount, staffing, salary planning, etc.
- Creation & maintenance of employee records (Database) and updating day to day recruitment process in HR Software.
- Handles personnel issues relating to staff conflicts, absenteeism, performance issues, Information & Queries etc.
- Conduct periodic audits of human resource activities to ensure compliance with policies and procedures.

HR Administrator (8th July 2011 – 3rd September 2014)

Arc & Fusion India Private Limited Company (Barmer, Rajasthan – India)

Responsibilities

- Comprehending the due requirements and successfully recruiting professionals in a time bound manner and submitting standard CV's to the client Cairn India.
- Constructive Interactions with the technical panel to better understand client requirements.
- Short listing, co-ordination, scheduling & conducting interviews to get the best candidates in the required skills.
- Conducting telephonic or personal interviews with candidates and getting preliminary information regarding salaries, availability, notice period, experience & expected C.T.C.
- Preparing of offer letters, candidate reporting documents & employment contract for employees.
- Standardized joining formalities process of new employees (Welcome circular, Introduction, Employee Code, ID cards, Bank Account & Payments Timesheet).
- Facilitating Employee interaction with different functional heads of the different departments.
- Handling of administrative activities including establishment of office for project Site, security, guest house & welfare activities for the employee's facilities, Housekeeping & organizing events.
- Invoice Preparation, Daily Work Report Preparation & Filling (Time sheet &

EDUCATIONAL QUALIFICATIONS

- **Bachelor of Science (B.Sc.) in Statistics** with Mathematics & Computer Application as Subsidiary from St. Thomas College Thrissur (Under University of Calicut), Kerala – India 2011.
- **Diploma in Human Resource Management (DHRM)** from John Academy, London – UK 2020.
- **Diploma in Export - Import Management** from Prin. L.N Welingkar Institute of Management Studies, Mumbai – India 2012.

PROFESSIONAL CERTIFICATIONS

- **Naukri-Gulf G.C.C Certified Recruiter.**
- **Human Resource Management (CHRM)** Certification from International Business Management Institute Berlin, Germany.
- **Recruitment Professional Certification** from VolTech HR Services Pvt Ltd Chennai.
- **HR, HR Analytics, HR Courses, Human Resource Management** Online Certification from Udemy.
- **Administrative Human Resources** from HR Certification Institute (HRCI) & Society of Human Resource Management (SHRM).
- **Talent Management (HR)** from Project Management Institute (PMI).
- **Recruiting Foundations (HR)** HR Certification Institute (HRCI).
- **Employee Engagement (HR)** from Project Management Institute (PMI).
- **Improving Employee Performance** from HR Certification Institute (HRCI) & Society of Human Resource Management (SHRM).
- **Operational Excellence Foundations** from Project Management Institute (PMI).
- **Human Resource Payroll** from LinkedIn Learning Certificate.
- **Pay Strategy (HR)** from LinkedIn Learning Certificate.
- **Organizational Culture (HR)** from Project Management Institute (PMI).
- **Strategic Human Resources** from HR Certification Institute (HRCI) & Society of Human Resource Management (SHRM).
- **Compensation & Benefits (HR)** from HR Certification Institute (HRCI) & Society of Human Resource Management (SHRM).
- **Strategic Workforce Planning (HR)** from HR Certification Institute (HRCI) & Society of Human Resource Management (SHRM).
- **Leadership & Strategic Impact (HR)** from HR Certification Institute (HRCI) & Society of Human Resource Management (SHRM).
- **Performance Based Hiring (HR)** from HR Certification Institute (HRCI) & Society of Human Resource Management (SHRM).
- **Business Analysis Foundations** from International Institute of Business Analysis (IIBA).
- **HR as a Business Partner** from LinkedIn Learning Certificate.
- **Improving Employee Performance (HR)** from Project Management Institute (PMI).

SUCCESSFUL CAREER ACHEIVEMENTS

- Organization experience with high Consistency & Adaptability.
- Strong organizational skills, critical thinking, communications skills & Attention to detail and good judgement.
- Improvised on Employee relations by bringing transparency through surveys like Employee Satisfaction Survey, HR Survey & Department Surveys.
- Independently recruited more than 400 blue-collar & 50 white collar staff for Al-Hugayet Construction Division.
- Played a key role in the Organization for recruiting more than 100+ Saudi Candidates in a year to increase the Company Saudization Percentage.
- Proficiency in Microsoft programs i.e. Excel, Word, PowerPoint, etc., and the ability to use various commercially available HR software programs. Good knowledge of Office and Web applications.
- Ability to work closely in a team environment with Management and on own initiative with minimum supervision.
- Experience in a multi-cultural workplace is desirable.
- Secured HSE Excellence Award & Best Contractor award in 2013 for M/s. Arc and Fusion (India) Pvt. Ltd from the Client Cairn India.
- Secured 'A' Grade in N.I.I.T Cloud scholarship, Mumbai in 2011.

COMPUTER SKILLS

- HR Chronicle (HRIS & HRMS)
- ORACLE TALEO (Recruitment Process)
- SAP HCM (HR) (Saudi Aramco Vendor Management)
- TALLY ERP. 9
- Microsoft Office (MS Office)
- Well Versed with Internet Applications.

LINKEDIN

LinkedIn Profile Link: <https://www.linkedin.com/in/anoop-joseph-thermadam-67992a98/>