

Shilpa Sukhija

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Husband visa; D.O.B 13/05/1986; Valid UAE driving License



PERSONAL STATEMENT

HR professional having experience of 6+ plus years with leading F&B chains, oil & gas, Construction, Hospitality and Business support Companies. A competent and organized individual who works as part of a team and manage several priorities at a time. Experienced in creating, managing and administering HR systems, aligning policies and procedures with compliance laws. I have extensive experience of working in commercially focused organizations, and fully understand the pressures of achieving targets and accurately assessing job applicants according to their ability. My confidence and positive attitude are my strengths which help me complete my tasks more efficiently and in an appropriate manner.

SKILLS

☑ Full Cycle recruiting ☑ Recruitment ☑ Organizational Development ☑ Human Resource
☑ Interviewing ☑ Onboarding ☑ Sourcing ☑ HR policies & procedures ☑ Payroll ☑ WPS
☑ Performance management ☑ Appraisals ☑ Job Description ☑ UAE Labor Law

WORK EXPERIENCE

May 2020 – Present

800 Food Restaurant Management

Omar Bin Eid Group of companies

Sr. HR Generalist

Reporting Directly to the MD

- Serve as a primary point of contact for questions and issues regarding HR related policies and procedure (i.e. on boarding, benefits and engagement initiatives, staffing, training, separations, transfers, etc.). Answer inbound calls, emails, and provide support to identify, analyze and educate customers on additional informational resources available.
- Responsible for the activities of HR support involving hiring, dismissals, vacations, leaves, transfers, and the other HR processes
- Maintain employee records in a human resources information system (HRIS) so that information is timely, accurate, and secure.
- Respond to enquiries from managers and external agencies about individual information, without compromising the organization's standards of privacy and confidentiality.
- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Ensure implementation and utilization of policies, procedures, and programs dealing with the specific HR activities.
- Recruitment & Onboarding
- Generating monthly payroll
- Preparing the Manning guides for the outlets
- Preparing Employees final settlements.

September 2019 – April 2020

AWJ Investments LLC. Dubai

HR Generalist

Reason for leaving – Put on unpaid leaves due to COVID

Total employees: 800

AWJ Investments is a fast-growing Food & Beverage Holding Group that explores popular Middle Eastern, Mediterranean and International flavors.

Recruitment & Onboarding

Generating monthly payroll

Preparing the Manning guides for the outlets

Employee Relations & Performance Management
Implementation of HR policies & procedures
Preparing Employees final settlements.

August 2018 – June 2019

Senior HR Executive

Lartisan Gourmand Pastry LLC.

Al Masaod Group UAE

Total employees: 200

Reason for leaving – Moved to Dubai from Abu Dhabi

Recruitment & Selection

- Taking care of all recruiting needs - this includes developing and updating job descriptions/requirements, preparing job posts.
- Supervise and perform recruitment activities to provide required manpower for the company to meet the Company's short, medium and long term HR needs.
- Sourcing and attracting candidates by using databases, social media etc.
- Conducting interviews and filtering candidates for open positions.
- Experience in recruiting skilled professionals for IT, Hospitality, Engineering, Oil & Gas, Construction and Power & Energy Industries in the field of Engineering, Drilling etc.

Administration Management

- Set-up & manage the HR department by developing and implementing all HR Policies, strategies and procedures. Implement and develop policies regarding work conditions, performance management, disciplinary procedures, and absence and vacation management.
- Prepares the payroll – deductions/ticket allowance etc. to be given to accounting to facilitate the SIF files through UAE exchange

Job Description, KPI's and monthly activity report.

- Preparing and updating the timeline for the quarterly JD update. Quarterly update on the JD and maintaining the signed copies in their personal files folder.
- Prepare the KPI's for the key positions in the company and communicating the same to the employees. Ensure that the employees are submitting their monthly activity reports and monthly KPI's report on time.

September 2015 – July 2018

Recruitment Officer

Abu Dhabi Supplies and Commercial Services UAE

Total employees: 300

ASCS has been operating for over 25 years with divisions in Life Support for the Military, Operation and Maintenance, Vehicle Leasing and Maintenance, Logistics, Construction, Sponsorship and Manpower Supply, I.T., Recruitment, F&B and General Trading throughout the Arabian Gulf.

- Work in coordination with the Group HR policies, procedures and processes to act as a primary point of contact for all levels of employees at Abu Dhabi Supplies & Commercial Services
- Coordinate and facilitated the entire employee life cycle from on boarding until end of employment.
- Prepares offer letters for the selected candidates
- Liaise with the applicants on completing the necessary documents required for processing their labour approvals and visas – Ensure passport validity is checked.
- Ensure relevant staff documents are scanned and placed on the sharing folder / MenaPay.
- Provide employee orientation and integration of new hires.

August 2014 – July 2015 / Recruitment Consultant**Venture Consultancy Services Abu Dhabi****Job Responsibilities**

- Handling bulk hiring projects for client companies in the Oil & Gas, Engineering, Construction & EPC contracting sectors (client names include: ADNOC, Dolphin, Tabreed, RTA, Technip, etc)
- I am directly working with ADNOC Group of Companies – ADNOC, ADMA, ADCO, GASCO, TAKREER, BAB GAS, NPCC, and Al Hosn Gas.
- Head hunting i.e. identifying and approaching suitable candidates who may already be in work. Also, using candidate databases to match the right person to the client's vacancy
- Arranging meeting with potential clients, get business from them.
- Offering advice to both clients and candidates on pay rates, training and career progression
- Receiving and reviewing applications, managing interviews & tests and creating a short-list of candidates for the client
- Negotiating pay and salary rates and finalizing arrangements between client and candidates
- Working towards and exceeding targets that may relate to the number of candidates placed, a value to be billed to clients or business leads generated.

November 2012 – July 2014/ Emperor Lounge Manager**International Airport Auckland, New Zealand****Job Responsibilities**

Received the “Best Refreshments” Award for the Emperor Lounge

- Leading team of 15 staff members (supervisors, assistants) on shift, Managing and motivating them.
- Manage - 120 seating capacity Auckland International Airport Premium Lounge
- Forecasting guest's numbers for each day for the lounge.
- Handling end to end recruitment requirements for Auckland Airport Lounges.
- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs..
- Determines applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
- Preparing the monthly financial reports for the lounge

Aug 2010 – Oct 2012 / Emirates Airline Business Class Flight Attendant (Trained on Airbus 380)**Dubai, UAE****Job responsibilities**

- Strategize quick decisions and facilitate implementation under demanding conditions.
- Prioritize and coordinate multiple job functions which includes providing first aid if required to the customers or taking responsibility of all the galley operations.
- Effectively respond to requirements and requests of customers. And to give on board training to new flight attendants and assist them in their areas
- Giving first aid to passengers where necessary;
- Completing paperwork, including writing a flight report.

EDUCATION

2018	Finished GPHR (Global Professional in Human Resource) training from Chicago management training institute in Abu Dhabi
2015	Executive MBA (Masters in Business Administration from IICT, India); last semester exams remaining
2004-2007	3 Year Bachelors of Science in Hospitality and Hotel Administration Institute of Hotel Management, Bhopal, India