



Aju Kurian

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HR Manager/ HR Specialist

Dynamic, versatile and methodical senior HR professional with over 15 years' experience in successfully handling all HR functions of the company, partnering with key management personnel across the businesses to drive employee engagement, developing and executing HR strategies aligned with the company's mission and objectives as well as developing and implementing HR programs to achieve strategic, business and operational goals. Proven expertise in building & developing human capital & delivering successful strategies to resource, mentor, coach, develop and retain talent.

Executive Synopsis

- ✓ Skilled in advising business leaders on HR matters that include talent acquisition, performance management, strategic planning, policies & procedures, staffing, compensation and succession planning.
- ✓ Expert in identifying and analysing medium to long-term staffing needs, and developing, attracting, enriching and retaining the best talent needed to capacitate the business for sustainable growth and profitability.
- ✓ Demonstrated expertise in developing and implementing HR strategies to improve the organizational capability, drive growth and reduce cost.
- ✓ Capable of connecting with employees to understand grievance and resolve issues affecting bottom-line while building dedicated teams with a view to ensure high employee productivity and growth in company profits.

Excellence Sphere

- ✦ HR Planning & Management
- ✦ Recruitment & Selection
- ✦ Talent Management
- ✦ Process Improvements
- ✦ HR Policies & Procedures
- ✦ Employee Engagement
- ✦ Employee Welfare Management
- ✦ Conflict Management
- ✦ Performance Management
- ✦ Compensation and Benefits
- ✦ Payroll Management
- ✦ Team Building & Leadership

Previous Assignments

- ✦ Kharafi National, UAE, Kuwait
 - Senior HR Officer-Abudhabi (Aug 2008- Feb 2011)
 - HR Officer – Operations, Kuwait (Oct 2004 - Jul 2006)

Education

- ✦ MBA in HR Management, The University of Wales, UK (2008)
 - Dissertation/ Research- Employee Motivation, Bosch LTD

Professional Experience

HR Consultant/Advisor | TEE DEE Trading, Dubai, UAE (Aug 2020 - Aug 2021)

Responsibilities:

- ✓ Provided regular HR support and consulting to various departments across the company for various HR functions including performance management, employee relations, compensation reviews and HR policy development.
- ✓ Conducted ongoing supply and demand analysis on current and future staffing needs, accordingly built and maintained the manpower plan including annual manpower budget.
- ✓ Ensured appropriate organizational designing/structure and managed to deliver short-long-term objectives.
- ✓ Designed, developed and executed full cycle recruitment plans and talent sourcing strategies to attract, select and recruit potential talents to further drive the achievement of staffing goals as well as overall organizational objectives.
- ✓ Developed and executed HR strategies and plans to meet the organization's manpower requirements (current and future) and ensured proper utilization of existing human resources to meet organizational objectives.
- ✓ Advised management on the administration of human resources policies and procedures; developed revised and implemented HR policies and procedures.
- ✓ Ensured all HR programs and services are in compliance with established policies and procedures and state/federal laws and regulations.
- ✓ Formulated strategic and practical plans to address human resource matters and ensured employee satisfaction.
- ✓ Provided strategic HR advice and support to senior management on employee relations and employment law issues; partnered with and support departmental line managers to guide around employee issues, appraisal best practice and maximizing engagement.

HR Risk & Compliance Specialist | Roads & Transport Authority, Dubai, UAE (Temp Contract) (Jan 2020 - Jun 2020)

Responsibilities:

- ✓ Identified all potential HR operational risks and developed, implemented and driven relevant HR risk management policies, programs and strategies.
- ✓ Worked together with the legal team to communicate the requirements associated with all applicable HR-related legal/regulatory and compliance programs
- ✓ Stayed abreast on all employee-related legislative and regulatory changes and/or developments, and ensured changes to rules and regulations are restructured with HR systems, policies, articles, and practices
- ✓ Researched changes in laws and regulations analyse their impact on the organization and communicated findings to the senior management.
- ✓ Collaborated with other functional areas like Legal unit and other departments in the delivery of compliance programs and training to employees
- ✓ Ensured that all personnel files and HR records are maintained in accordance with state and federal regulations including administrative agencies.

Certifications and Trainings

- ★ Recruitment and Retention
- ★ Succession Planning
- ★ ISO: Overview standards
- ★ Managerial Leadership
- ★ Project Management
- ★ Total Quality Management
- ★ Talent Management
- ★ Motivation Management
- ★ Goal Settings

Personal Details

- ★ Nationality: Indian
- ★ Date of Birth: 28 Nov 1979
- ★ Marital Status: Married
- ★ Languages: English, Hindi, Tamil, Malayalam, Arabic (basic), Urdu

Acting HR Manager | Malaih Investments LLC, Abu Dhabi, UAE (Temp Contract) (Jul 2019 - Dec 2019)

Responsibilities:

- Directed and managed overall HR activities of the company including all aspects of recruitment, benefits, compensation, employee engagement, training and performance management.
- Designed, developed and executed full cycle recruitment plans and talent sourcing strategies to attract, select and recruit potential talents that will further drive the achievement of staffing goals and business objectives.
- Screened and reviewed applications, shortlisted qualified candidates, conducted interviews, and hired employees.
- Managed on-boarding of new employees including induction & orientation programs; acquaint new joiners on their job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Determined HR budget and effectively managed HR operations to ensure that they meet the determined budget.
- Consulted, built and implemented enhancements to HR processes and structure to improve the HR function's alignment to business objectives and to help drive business results.
- Implemented HR best practice policies and procedures throughout the organization, while operating within legal boundaries; consistently ensured compliance with employment-related laws, regulations and corporate policies.
- Maintained good communication and positive relationships with employees to promote employee satisfaction; addressed their grievances/issues through positive and professional mediation.
- Promptly resolved employee queries and grievances; maintained updated knowledge of local employment legislation, guided employees on related compliance requirements and changes impacting the workforce.

Group HR Manager | AL Faris Group, Dubai, UAE (Mar 2011 - Sep 2018)

Highlights:

- Developed an employee engagement strategy which improved employee morale, retained talent and business continuity through multiple changes with the executive leadership team.
- Efficiently updated the recruitment process and trained the management team on interviewing techniques and best practices, conducting workshops and one-on-one coaching sessions that contributed to sound hiring decisions.
- Developed and implemented the company's first Human Resources Information System (HRIS)
- Instituted a formal performance management process that built performance accountability into all levels of the process.
- Implemented new payroll procedures in the organization to streamline the entire payroll process.
- Introduced a new company compensation program based on seniority, title and performance which resulted in reducing the company's attrition rate from 22 % to 7%.
- Assisted and guided management in organizational restructurings which created flexible and cost-efficient workforce.
- Revamped the content and delivery of orientation materials while creating a more interactive program.
- Provided better health insurance packages for employees without additional cost to the company.
- Oversaw all company owned accommodation facilities in UAE and Saudi and introduced welfare and recreational activities which motivated employees to utilize the same for healthier life style practice.

Responsibilities:

- Managed overall HR responsibilities including recruitment, personnel processing, employee orientation, employee relations, training & development, government relations and employee recreational & social activities.
- Developed and implemented organizational HR strategies and initiatives aligned with corporate group strategy; supported current and future business needs through development, engagement and motivation of human capital.
- Developed HR planning strategies with line managers for immediate and long-term manpower requirements in terms of numbers and skill levels for blue- and white-collar categories.
- Developed HR budget and controlled departmental expenditure within agreed budgets.
- Managed the recruitment process, screened CVs of candidates, liaised with head hunters (as required), interviewed applicants and selected competent candidates based on existing skills & past professional experience.
- Ensured on-boarding of new hires and ensured employee orientation are effectively conducted by the supervisor; conducted induction meetings and liaised with departmental heads to ensure that they are fully aware of their roles and responsibilities in the induction process.
- Managed and developed direct reporting staff; bridged management and employee relations by addressing demands, grievances or other issues; resolved employee concerns and conflicts through positive and professional mediation.