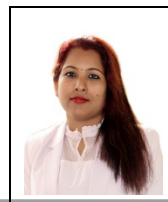


SIMI CL

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HIGH IMPACT HUMAN RESOURCE MANAGEMENT PROFESSIONAL

A dedicated professional with proficiency in mastering HR situations, highly knowledgeable in a wide variety of professional disciplines and an expert at implementing strategy Management and employee welfare policies; targeting assignments as

Senior Specialist –HR

Location Preference: Dubai

PROFILE SUMMARY

Multi-faceted professional with more than 9 years of experience in:

~Human Resource Management	~End to End Visa Process	~Recruitment & Retention
~Performance Management	~Leadership Development	~Team Management
~Customer Relationship Management	~Training & Development	~Manpower Planning
~Change Management	~Employee Counseling	~Orientation and On-boarding
~HR Strategy Management	~General Administration	~Payroll and Compliance
~Program and Event Management	~Employee Engagement	~Budget and Cost Control

A dedicate Multi-faceted HR Professional with +9years of rich experience in Human Resources Management in the Middle East and India, having delivered successive people focused business results in Industry segments: Automobile Industry, Public Service Sector, Hotel/ Travel & Tourism, Education, IT Service/ Software, Facility Management, Retail & Construction.

- Streamlined HR Generalist profile including End-to-End Employment Visa Process, Performance Appraisal, Manpower Planning, Training & Development, Strategy management & MIS for the complete group companies
- Skills in managing end-to-end recruitment life cycle and ensuring adherence to the process with involvement in vendor management, rate negotiation & finalization and monitoring of vendor performance
- Proficient in surveying employees to assess employee motivation, expectation & grievances to plan for remediation
- Assessed key performance measurements related to various strategic and organizational development initiatives
- Led employee training by monitoring competency grids and identifying needs for skill up-gradation
- A proactive approach to solving business problems
- Strong leadership and influencing skills
- Excellent interpersonal, communication and organizational skills in team management and planning
- Gained strong experience in shifting and set-up of new office branch.

ORGANISATIONAL EXPERIENCE

Since Feb' 19 –Dec' 2019 **AJAD Facilities Management LLC as HUMAN RESOURCE OFFICER, Abu Dhabi**

Key Responsibilities: To supports the company's long-term business goals and outcomes

- Manage the HR department by developing and implementing all HR Policies, strategies and procedures
- Taking care of all recruiting needs - this includes developing and updating job descriptions/requirements, preparing job posts, shortlisting, interviewing and selecting candidates Visa Process.
- Implement and develop policies regarding work conditions, performance management, disciplinary procedures, and absence and vacation management.
- Payroll Process for total Head Count (187 no's), Maintain Payroll Systems Up-to-Date & Accurate.
- Payroll Audit & Time Sheet audit

Since Jul'15 -- Jan'19 **ISYX Technologies LLC (LULU GROUP) as SENIOR SPECIALIST HUMAN RESOURCE HRM - Employees works for ISYX and Group companies (IT, Retail & Construction)**

Key Result Areas:

- Reducing hiring costs by judicious use of employee referral programs and online job portals for sourcing

- Proposing and leading the initiative to employee benefits and payroll; decreasing spend and company liability while adding skill and service to the functions.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Creating and driving the Performance Review Process for all employees.
- Wages revision, collection and review of performance appraisal forms of the entire employee. Calculation of salary / wages for proposed year, preparation of increment / promotion letters etc.
- Generating different types of monthly MIS reports like attendance leave status report & payroll.
- Designing benefits programme that were cost effective, high value and reflected the company/Employee's priorities
- Reporting to VP India Head & HRBP responsible for HR and Admin functions of the group companies with variety of responsibilities, including issue offer letters, appointment, transfer, confirmation letters and full and final settlement etc.
- Maintaining records and compiling statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates
- Conducting exit interviews to identify reasons for employee termination and preparing attrition report
- Involved in leave management implementation in ERP's and updating the leave records of all the employees & Following up for the leave applications with the employees
- Developing various reports for management, which make it easy to make decisions regarding the current resources.
- Implement Reward and Recognition programme.

Highlights:

Managed multiple, in-depth surveys related to salary and designed compensation plans for executive, equity, and Manager -level compensations

- Directed critical HR programs encompassing benefits/compensation, staffing, organizational development, employee relations.
- Processed HR administration for the employee lifecycle (e.g. contract management, production of all probation/leavers letters)
- Conducted analysis of compensation and benefits within company, prepared occupational classifications, job descriptions, and salary scale
- Surveyed organizational employees to assess employee motivation, expectation & grievances to plan for remediation
- Ensured employee welfare, safety, wellness and health with active involvement in the development and implementation of policy documents and handbooks for employee reference

Jun'14 - Jun'15 DASIN Group as Assistant Human Resource Manager (Hospitality – Hotel Travel/ Tourism)

Key Result Areas:

- Responsible for all human resource activities to include employment, compensation, labour relations, benefits, and training and development.
- Built HR planning strategies with line managers, which consider immediate and long-term staff requirements in terms of numbers and skill levels
- Emerged as SPOC for managing right to work queries – Ensured compliance and control agenda through ensuring necessary checks are carried out
- Pay Roll Management - Calculation of payroll & issuing salary to employees, Making payment of ESIC & PF on time
- Worked on attendance software-ESSL, payroll software-Greytip, ERP
- Planned and delivered training including weekly inductions for all new hires as well as coordinating and running the company inductions
- Acted as first line support on employee relations matters – providing support to the HR Managers & CEO level as required

Apr'13-May'14 Administrative Executive, AICTE – Government of India (Education Sector)
All India Council for Technical education, Bengaluru, India

Feb'11 –Jan'13 Sr. HR Executive – Hyundai Automobile Sector

Highlights: Full execution of the recruitment process, Motivation & Negotiations, Payroll & Administration, Grievance Handling, Time Management

- **Employee training identification of trainers:** Preparation & implementation of training plan & calendar. Maintenance of training record.
- **Human Relations/Counselling:** Reaching out to each and every employee talking to them about their problems & suggestion giving regular feedback to concerned HOD"s and directors if required. Intervening in interpersonal conflicts
- **Organizational Development:** Design new systems relevant to the organization with the help of top management. Discuss with people involving in that system. Implement system. Train concerned people on the new system. Improve existing system by interventions.
- **Performance Appraisal System:** Analyses assessment form of entire employee. Help individuals filling up form. Discuss with appraisers in appraisal process. Provide data to concerned appraiser if required, about individuals. Preparation of database on the appraisals. Introducing improvements to the performance measurement process
- Exit interview /Counseling

Feb'07 – Apr'09

Project Coordinator, Caritas India (A UN based Project for 33 NGOs in Kerala)

ACADEMIC DETAILS

2011 M.H.R.M (Masters in Human Resources Management) from University of Kerala, *India*.
 2006 Post Graduation Diploma (Computer Applications) from Technical Education, Kerala
Others:
 2005 Bachelors in Zoology, from Kerala University, Kerala, India

IT SKILLS

- **ERP's : SAP- SUCCESS FACTOR, ORACLE, ZOHO , TALENTOZ, GREY - TIP, ESSL**
- **MS Office Application Software, MS Outlook & MS Office Suite**

Gender: Female

Languages Known: English, Malayalam

Current location: Deira, Dubai

References: Available as per request