



Shaina S

Human Resources Professional

A successful Human Resource Business Partner (HRBP) with experience and proven track-record in Employee Engagement, HR Budgeting, Performance Management, Resource Management, Appraisals, Competency building, Talent Acquisition & Management, Employee Relation, Attendance Management.

Professional Skills:

- HRM Knowledge and Expertise.
- Recruitment and Talent Management.
- HR Reporting Skills.
- Administrative Expert.
- Analytically Oriented.
- Coaching.
- Teamwork.

Educational Training:

- Master in Business Administration (MBA) in Human Resource from Mangalore University, Karnataka 2009.
- Bachelor in Computer Application (BCA) from Mangalore University, Karnataka 2007.

Personal Profile:

- Languages: English, Hindi, Kannada & Tulu.
- DOB: 10/09/1986.
- Nationality: Indian.
- Visa Status: Visit Visa. [Available to join Immediately.]

Interests:

- Professional Photography.
- Photoshop.
- Video Editing.
- Reading.

How to Reach Me:

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Work Experience:

Desert Pandas Creations, Dubai UAE.

Human Resources Specialist / Business Development Executive

Oct '20 - Present

- Ensure timely closure of all Performance related activities for the entire Dubai branch operations.
- Provides secretarial support by entering, formatting & organizing work for maintaining equipment's and supplies.
- Help resolve grievances related to HR/Admin/Finance/Payroll/Supervisor/Mentoring/Talent Deployment.
- Account Acquisition and Management, Scheduling meetings and maintaining client relationship.
- Monthly analysis of the attrition trends and analysis of the reasons of attrition at the branch level.
- Interface with business leads on HR related issues.
- Submitted employee data reports by assembling , preparing, and analyzing data.
- Recruited, Retain & nurture the talent and ensured corrective actions for the employees not suitable for the role.

Samast Technologies Pvt Ltd.

Senior HRBP

Sept '18 - Apr '20

- Played a critical role in organizational and personal development and end to end life cycle of an employee.
- Accountable for Retention, employee engagement, performance & development & talent management.
- Lead & managed overall HR operations, policy implementation and policy changes for Mumbai branch.
- Updating the HRMS portal on regular intervals.
- Engaged in the talent acquisition of key resource to drive business growth for both the location.
- Employee satisfaction and retention with a focus on building a high-performance culture across the organization.
- Working collaboratively with departmental heads throughout the business.
- Measure organizational health and lead appropriate employee engagement and reward and recognition strategies.

Shams Al Arubha LLC Union, Dubai UAE.

Human Resource & Client Servicing Executive

Feb '18 - Aug '18

- Ensure timely closure of all Performance related activities for the entire Dubai branch operations.
- Provides secretarial support by entering, formatting & organizing work for maintaining equipment's and supplies.
- Help resolve grievances related to HR/Admin/Finance/Payroll/Project allocation/Supervisor/Mentoring/Talent Deployment.
- Checking order acknowledgements, Documenting and maintaining operational reports.
- Create and deploy retention initiatives for the operations.
- Monthly analysis of the attrition trends and analysis of the reasons of attrition at the branch level.
- Interface with business leads on HR related issues.
- Part of Business unit level discussions to represent HR and provide valid inputs to facilitate business discussions.

Faith Production.

HR & Administration Executive

April '16 - Apr'17

- Submitted employee data reports by assembling , preparing, and analyzing data.
- Recruited right talent for the roles at optimum cost.
- Provided secretarial support by entering, formatting, and updating employment status change data.
- Retain and nurture the right talent and to ensure corrective action for the employees not suitable for the role.
- Maintained technical knowledge by attending educational workshops and reviewing publication.
- Conducted performance counseling for all the employees.
- Ensured statutory compliances at all the branches.
- Maintaining accurate database of all the employees and sending the MIS on regular basis to head office.
- Mentoring and building motivation among all employee & managers to mentor high potential staff members.

Reliance Industries Ltd.

HR Executive

May '10 - June '15

- Managed operations of high volume company and assisted in handling induction and hiring.
- Coordination with administration, payroll teams.
- Handled start to end process of new trainees, ID cards, queries etc.
- Managed post retirement, medical benefits for retired & current employees and processing of medical insurance.
- Assisted in development and improvement of HR procedures, guidelines employee and management tools.
- Consult and support business leaders on organization development, effectiveness, employee engagement and culture.
- Provided reports on a regular basis and as directed or requested to senior management on the progress & compliance.
- Managed company-wide core programs and initiative including Pay planning, rewards, Performance management.
- Developed & reviewed standard of Conducts to ensure relevance in providing guidance to management and employees.
- Monitored and suggested changes in processes right from data collection to data display.