

## SMITA CHOUHAN

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**Location:** Abu Dhabi, UAE

**(Currently seeking new opportunities and not working, hence available to start soon)**

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### **Professional Summary**

Seasoned HR Professional with an extensive experience of **9+ years** in managing HR Operations/ Generalist functions. A Proven intellect to manage & complete the Tasks/Assignments to the highest standards, with meticulous attention to details & within agreed deadlines. Certified in Tableau with understanding of data visualization principles, ready to apply analytical skills to enhance HR reporting and insights. Currently seeking new opportunities to apply my skills and expertise in a dynamic organization.

### **Currently pursuing IBM certification in Tableau & Data Analytics (Reports Analysis & visualization)**

### **Skills**

- HR Operations Management
- Recruitment & Onboarding
- Employee Relations
- Performance Management
- HR Policy Formation & Implementation
- Benefits Administration
- Employee Exit/ Offboarding
- HR Data Analysis & Reporting
- Conflict Resolution
- Training & Development
- Compliance & Regulatory Knowledge
- Tableau (Certified - Beginner)
- Microsoft Office Suite (Excel, Word, PowerPoint), Power BI

### **WORK EXPERIENCE**

#### **Okool Manpower and Recruitment Services, HR Officer, Abu Dhabi (November 2021- February 2024)**

#### **Key Responsibility Areas:**

- Offer releasing and onboarding for **Expats & UAE Nationals under Emiratization**
- HR Operations & Employee Relations – Leave, Payroll data, Policies & procedures, HR Requests and Query management (all clients e.g., **FAB, ADNOC, RTA etc & other semi government entities**)
- Employee record handling, managing CICPA (Security) pass status for staffs deputed to clients in Oil & Gas Industry
- Managing Employee Exits (Visa cancellation, leave encashment, Gratuity and Final settlement calculation) and ensured compliance with labor laws and regulations. Implemented and maintained HRIS systems to streamline HR operations and improve data accuracy
- Hands on experience in drafting Policies & Procedures Handbook
- Researched & analyzed existing policies , identifying areas of improvement & streamlining processes.
- Aimed at improving HR operations, enhancing employee engagement, and implementing new HR initiatives. Conducted research and provided recommendations for HR process improvements.

**Opcito Technologies as Senior HR, Pune (Maharashtra, India) (April 2019- February 2020)**

**Key Responsibility Areas:**

My role included all the HR Generalist functions like End-to-End Recruitment, Employee Onboarding & Induction, Documentation, Leave Management, Employee Insurance, Employee Engagement activities, Company Policy, Training & Development, Performance Appraisal, Training & Exit Process.

**Swissport International Ltd. as HR/ Admin & Payroll Executive, Manchester (United Kingdom) (May 2017 to July 2018)**

**Key Responsibility Areas:**

- End to end recruitment, employee onboarding & record keeping
- Processing payroll and personnel Information
- Identify & arrange training for employees on weekly basis
- Approve holiday requests and records keeping based on contract type
- Plan & generate employee roster every Week
- Processing company ID passes, purchasing controls (uniforms, stationery etc.)

**Worked as a Library Parent Volunteer in Stamford Park Infant School, Altrincham (United Kingdom) (September 2016 to August 2018)**

**Mediaocean Asia Pvt Ltd., Pune (India), as a HR Consultant, Pune (February 2013 to November 2013) Key Responsibility Areas:**

- Leading the Talent Acquisition function driving end-to-end hiring for all levels based on requirement
- Orientation, on-boarding and induction for the new hires
- Vendor/ consultant management.
- Exit management initiation & closure of the exit of a leaving employee, documentation, Handovers, email account closure etc.
- Making the training calendar and coordinating internal/external training based on skill gap analysis, appraisal feedback and suggestions.
- Maintaining employee records & monthly recruitment report /MIS
- Reviewing & updating company policy as & when
- Record keeping of employee leave & absence data and processing monthly payroll (based on their attendance & any other arrears/ variable pay)

**Prion PLM & IT Services Bangalore as HR Executive (December 2010 to April 2012)**

**Ramsoft Technologies Pvt. Ltd. Bangalore, Sr. Executive HR (August 2009 to November 2010)**

**CDN Software Solutions Pvt. Ltd. as Sr. Executive HR, Indore (April 2007 to October 2008)**

**ACADEMIC QUAIFICATION**

- **MBA (HR)** from Prestige Institute of Management & Research- Indore 2007
- **B.Sc. (computers)** from Devi Ahilya University, Indore 2004
- **Tableau Certified from Intellipaat, 2024**
- Certified Yoga Teacher – Beginner level (KKSU University, 2021)

**PERSONAL PROFILE**

Name : Smita Chouhan  
Languages known : English & Hindi