

EXPERIENCE:

Seer Solutions DMCC – HR Manager (HRBP) (November 2019 to March 2021) – Dubai

- Responsible for setting up the HR department including initiating and executing the processes and policies for UAE and Bahrain
- Strategizing recruitment and hiring candidates as per role requirements
- Initiating and executing policies, processes and manuals
- Strategizing and executing performance appraisals
- Execution of payroll and ERP – HR payroll module
- Planning and executing employee engagement and training activities
- Planning employee exit processes and maximizing employee inputs for process improvements

Agility – Specialist Recruitment & Talent Management (May 2017 - Dec 2018) – Kuwait

Recruitment:

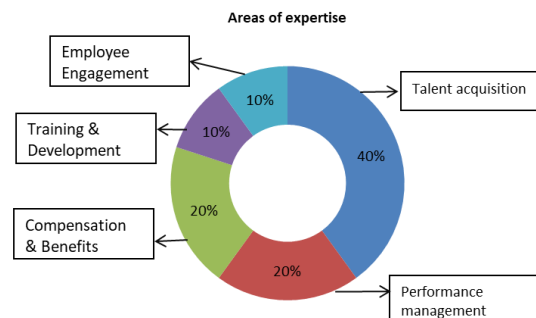
- Successfully recruited for multiple positions ranging from Professionals, Senior Professionals and Managers from manpower identification to position closure
- Proven ability in confidently discussing the job role, candidate profiles and assessments with Managers

Talent Management:

- Developed training materials and delivered trainings for professional and blue collared workforce
- Liaised with Universities, Training institutes and Individual development institute (KFAS) for internships, projects and external trainings
- Successfully placed 20 interns across multiple functions and new disruptive ventures such as “Shipa”
- Conducted Performance Management system trainings for Managers, Professional and Senior professional
- Contributed to the study on competency mapping for the organization

PROFESSIONAL SUMMARY:

HR Professional with 10 years of progressive experience in a multicultural environment across UAE, Kuwait and India in multiple areas of Human Resource Management.



ACHIEVEMENTS:

- Set up the HR department inclusive of policies formation, communication and execution of all essential HR processes
- Set up an internal HR system to reduce the operation time to 50% impacting 3 major stakeholders
- Reduced the fines by 90% through timely and planned employee visa processing and occupation health test across multiple units
- Successfully executed an L&D event with maximum participation across the organization ranging from blue collar to managerial levels

EDUCATION:

Academics:

- MBA in HR, University of Mumbai, India
- Masters in Commerce, University of Mumbai, India
- Bachelors of Commerce, University of Mumbai, India

Certifications:

- Senior Professional in Human Resources – International (SPHRi) from HRCI

ADDITIONAL INFORMATION:

- Date of Birth: 1st Dec 1984
- Languages known: English, Hindi, Marathi and Konkani

**MedNet Global Healthcare Solutions LLC –
HR Generalist (Oct 2013 - Nov 2015) – Dubai**

- Strategized the recruitment cycle from manpower identification to position closure
- Conducted new joiner orientations, performance management training and exit interviews
- Executed annual performance management cycles and final performance and merit payout
- Restructured the payroll process, defined policies and executed monthly salary and end of service payout with zero error
- Handled employee engagement, grievances and executed the total rewards statements

**Innoventures Education – HR Generalist
(Dec 2011 - Oct 2013) - Dubai**

- Strategized end to end recruitment cycle from manpower identification, interviewing to position closure and onboarding including visa requirements.
- Managed the education authority and Dubai municipality approvals for teaching staff
- Conducted new joiner orientations and exit interviews
- Executed annual performance management cycles inclusive of final payout
- Executed monthly salary and end of service payout with zero error

**Larsen & Toubro Infotech Ltd. – Compensation
and Benefits Specialist (Jun 2008 - Dec 2010) –
India**

- Developed salary structures for countries overseas such as USA, GCC, Europe etc. for onsite employees and Business Development employees
- Developed policies for employees based in overseas countries and trained stakeholders on deployment of policies and salary structures
- Developed remuneration communication models and systems for overseas pay computations.
- Analyzed the prevailing wages of USA and developed a system to be utilized by the compensation and visa department for visa applications.