

# DOMINIC SAVIO ARANHA

Dubai, United Arab Emirates.

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## PROFILE

A customer centric person who can quickly adapt, identify demands, and engage with multiple stakeholders sustaining a long-term professional relationship alongside the ability to manage the employee lifecycle, support, drive, and influence transformational projects.

## EDUCATION

- MBA in Human Resources Management from Manipal International University in Dubai. UAE.
- Graduated in Commerce from the University of Mumbai, India.

## WORK EXPERIENCE

### **AMERICANA – Kuwait Food Co. Dubai, UAE**

August 2022 to January 2023 (Contract)

Change Management Specialist – Implementation of Oracle Fusion across markets.

Responsible to collaborate with key stakeholders and change management agents/ leaders to make sure that each step in the project cycle and milestone is communicated. Communicate effectively to ensure that employees easily and successfully transition from the current work culture/process to the desired by conducting adoption survey for every market implemented.

### **ALI & SONS HOLDING LLC. Abu Dhabi, UAE**

HR Specialist

April 2022 to July 2022

Oracle Fusion ERP implementation on HCM modules – Core HR, Onboarding, Payroll Management, Benefits, and Absence Management. Pre-requisites – ASIS to TOBE process mapping. Collection and validation of data from legacy system, using MS Excel as base; Data mapping to new system.

### **AI FUTTAIM ENGINEERING, REAL ESTATE AND TECHNOLOGIES, Dubai, UAE.**

July 2021 to February 2022 (Contractual)

Talent Acquisition Specialist

Determine recruitment needs in close collaboration with hiring managers and manage hiring cycle. from job posting to offer - pre-screening, on-site interviews, reference checks, offer negotiation, offer acceptance, and collect and evaluate documents for onboarding readiness.

### **HR Consultant - Self-Employed**

January 2020 to June 2021

Project Management - HR Digital Transformation on the Employee Life Cycle for Retail, Manufacturing, Food and Hospitality.

### **AL FUTTAIM PRIVATE LLC, Dubai, UAE.**

January 2005 to October 2019

HR Operations Manager

Served as a trusted advisor to Senior Management and responsibilities included organizing and managing the HR spectrum for business verticals, from hire to retire; support, drive and influence any organization's transformative objectives and agenda one of them being implementation of HR Shared Services and Employee self-service portal using SAP HCM / SuccessFactors platform.

## OVERAL PARTNERING EXPERIENCE

**Project Management** - Kick-off to Hypercare. Ability to ensure that deadlines for deliverables are fulfilled. Collaborated with key stakeholders to plan the Configuration, Data Validation, Migration, SIT, UAT and Cut over. To avoid any audit compliance, validated that sign-off is in accordance with the DOA. Ensure that daily follow-up on the Hypercare tickets get resolved on a priority as per the project SLA. Enhancements made following go-live are recorded and considered for subsequent phase-pattern actions.

**Digital Transformation** – Given the demonstrated experience managing the HR spectrum from hire to retire (Employee Self Service) across diverse business verticals, managing ERP implementation for the HCM Modules - Recruitment, Onboarding, Offboarding, Absence Management, Talent Management and Goal Management, HR Dashboards – is seamless.

**Change Management** - Experienced in being instrumental in delivering complex change in the management through communication and mail. Act as a change agent to facilitate and influence transformational initiatives through a robust project management approach.

**Business Partnering** – Identify and link business drivers by supporting line managers in achieving the company's vision and mission through stringent HR policies and procedures to establish an environment based on values for their employees throughout the employment journey.

**New Business Acquisition and Mergers** - Responsible for supporting and be involved in the expansion or new business acquisitions from structure creation till mock payroll processing. Provided guidance and input on business unit restructuring, complex problem solving, associated impact, workforce, and succession planning initiatives.

**Data Management** – Responsible for the upkeep of accurate employee master data accuracy to drive workflows, analytics to understand the insights of the business.

**MIS report and Data Analytics**–Customize and export report using Excel as a data source to analyze discrepancies and trends.

**Audit** – Worked closely with the auditors to address the operational HR anomalies, findings about payroll and employee compensation, and alignment with a suggestion for policy revisions.

**Manpower Planning and Budgeting** - Collaborated with business leaders interrogated business strategy and operational plans to determine resourcing and talent requirements by recognizing and providing insights on current and future demand, demographics, attrition, capabilities, geography, critical and scarce skills. Keeping in mind, the Emiratization targets are reinforced and achieved.

**Talent Acquisition** – Actively engage in the hiring process to recruit junior to mid-level managers; assist HR Head with senior management positions; work with hiring managers to review technical assessments, competency questions for interviews, and revise existing job profiles or create new ones in accordance with business requirements.

**Talent Management** – Partnered with the COEs to drive integrated talent, compensation, performance, training, upskilling, and succession.

**Performance and Goals Management** - Supported to drive the biannual and annual performance management cycle in line with the vision and mission of the organization.

**Employee Engagement and Relations** – Supported to drive and measure employee's engagement and initiatives, to take necessary action to improve on the strengths and opportunities. Identify and diagnosis Early Warning Signals (EWS).

**HR Policy and Compliance** – Ensured compliance is maintained to the HR policy strengthen business internal controls and lead on the process and governance. Involved in the policy review exercise by providing constructive suggestions and inputs which could have a direct impact on the Business.

**Operational Excellency** - Establish SOPs aligned with the HR Policy and ensure it is current to avoid any kind of audit non-compliance + develop contingency plans through trend analysis to maintain service levels and implement mechanisms to monitor stakeholder's satisfaction.

**Payroll Management** –Conducted pre-audit payroll check to ensure error-free salary processing.

## SPECIALIZED TRAINING AND CERTIFICATIONS

- Certified HRBP from MEHR
- Lean Six Sigma Green Belt
- Project Management Business Simulation
- Institute of Leadership Management, UK – Modular 2 – Managing People
- SAP HCM/ SuccessFactors
- Business Finance and Strategy
- Employee Engagement and Team Effectiveness
- Internal Auditor from Lloyd Register
- Job Analysis from Hay Group
- Oracle Fusion

## HIGHLIGHTS

- Successful supported the implementation Oracle Fusion in UAE and Qatar – HCM (Core HR, Absence Management, Employee and Manager Self-Service, Payroll Management, Onboarding and Offboarding); Finance, EPM, SCM and Procurement.
- Contributed to the realization of On-boarding Recruitment, Performance Management and Goal Management, Reports and Analytics in SAP Success Factors.
- Contributed to the realization of HR Case Management Project in Salesforce.
- Project management skills deploying IT solutions implementations. Track record of HR Project Management, HR Policy, development, establishment and implementation of Service Delivery Model design, Service Level Agreement design by region.
- Successful in working in a multi-cultural environment with respect and without bias.
- Handled employee and business information with the utmost discretion.
- Identify and resolve root causes with value and insights through data analytics.
- Engaged with diverse teams and multiple stakeholders in a matrix organization.
- Proficient in Microsoft pack office: Outlook, Word, Visio, PowerPoint, and Excel.
- General Administration and basic financial analysis (Manpower budgeting)
- True team player who can break the silos with tact and diplomacy.

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