

Manoj Paul Andrews

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Profile at a glance

- Multifaceted and goal-oriented **HR professional** with valuable experience in **Human Resource Management**, including benefits administration, HR records management, Policy development, Payroll and Legal compliance
- Over **11+ years** of resourceful experience in **HR functions** in the areas of strategic planning, recruitment, compensation, Payroll, HR operations, business process design, employee engagement, grievance handling
- Adept at effectively managing **Business & Employee Relations** and coordinating resources to meet and exceed organizational goals
- Superior knowledge of Industry **Laws and Standards**, as well as incorporating **Corporate Governance** into planning & coordination, focused on increasing employee satisfaction and retention
- Enthusiastic & confident leader with hands-on experience in navigating **HR policies & procedures** and ensuring consistency with the organization's mission and values
- Strong leader & a dedicated team player proficient in executing human resource **Leadership** in new innovative initiatives and executing **Process Changes** through continuous improvement management
- Technically adept at **Microsoft Word, Excel, PowerPoint, Outlook, Internet Research** and **HR Analytics** for project support including **HCM/HRMS experience** for selection and set up of human resource information system customization and automation through **Software Implementation and Testing** of human resource data, payroll management, and taxation & other legalities

Core Skills

Human Resource Management
Recruitment
Induction
Statutory Process
Employment Verification
Employee Relations
Payroll Management
Performance Management
Statutory Compliance
Labour Laws
HCM/HRMS Project Management
Exit Formalities
General Administration
Staffing Solutions
Leave Management
Search Selections
Manpower Planning
End-to-End Recruitment
Vendor Management
HCM/HRMS
Reports & Documentation

Work History

TalentPro India HR Private Limited

Manager - HR

Dec 2010 – Present

Key Deliverables

- Develop job success profiles to align talent with the job requirements to aid clients' recruitment & selection processes
- Facilitate the use of Behavioural Cognitive & Emotional Intelligence Assessments for clients to implement into the talent development process
- Design and implement onboarding (Induction, issue of appointment letters, and audit joining kit), leadership development, and succession planning programs
- Work cross-functionally to develop & implement core HR policies and procedures to streamline the recruitment & hiring processes
- Design, direct & implement surveys to identify inconsistencies across the company and highlight areas for improvement
- Coordinate interview scheduling, background checks, reference checks, etc. for different locations
- Serve as a liaison with assigned areas to coordinate HR needs including staffing, succession planning, employee relations, consolidations and divestitures, information dissemination and policy review
- Track, analyze and provide relevant information to management regarding employment trends and provide long-term solutions to create change
- Ensure systems, modules and reports are in compliance with all state and regulatory requirements
- Work on Payroll Process for regular and off-cycle payroll activities including leave approval, attendance, addition/deletion list, salary revision sheet, LOP details, Sodexo details, Admin OT, cheque/stipend details, receipt of input from finance on deductions /addition, incentives and inputs from HOD's on variable pay
- Assist in preparation of monthly input sheet and check for IT declarations in the portal through email communication
- Manage Validation activities including validation of variance report in conjunction with the input sheet & pay register
- Validate the income tax proof submission & declared amount, and process the same in the software
- Follow statutory compliance to validate payroll reports, documents, remittance of funds & other statutory activities
- Participate in labour inspections & general audits, update registers in regular intervals and process grievances on time
- Undertake shop registration under statutory act and manage renewals

- Develop workforce plan and align corporate recruitment with business strategy, increasing human capital retention and reducing expenses
- Organise and coordinate training programs to launch new performance management programs including preparation of final increment sheet, collection of Appraisal forms & KRA/RRO forms, validation of cost sheet and update management in Master Data & Software
- Manage employee relations by transitioning smooth exit process, ensuring full & final settlement, exit interview and all other documents in relation to issue of resignation acceptance, relieving letter and Provident Fund transfer
- Administer all HR Backroom Operations for joining & exit process, including comp offs, leave encasement, time attendance, maintenance of employee record files, provisioning for employee salary accounts, issuing appointment letters, confirmation letters, full and final settlement etc.

Academic Qualifications

- Master of Business Administration (Human Resource), Anna University, India, 2010
- Bachelor of Computer Applications – BCA, Madras University, India, 2008

Internal IT Projects

- Client: TPR & IPG - Chennai (TalentPay)
- Role: **Functional consultant** – Human Resource Module
- **Human Capital Management (HCM)/Human Resource Management System (HRMS)** implementation to transform the traditional administrative functions of HR departments into opportunities to drive engagement, productivity and business value