

SENIOR MANAGER HR&ADMINISTRATION

PHOTO

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DEPUTY GENERAL MANAGER - EMPLOYEE RELATIONS / HR / ADMINISTRATION

Senior Manager - Human Resources Development & Administration, with 20 years experience in personnel management, human resources development and administration, within the Building and Construction industry, including the last 15 years in UAE and the Middle East. Strategically align HR policies and programs in order to accomplish ambitious corporate goals. Keep updated on the day - to - day changes in Labour Laws, Immigration & visa Rules. Fluent in English, Hindi, Tamil, Kannada, Telugu & Arabic. **Seeking to Head the Human Resources and Administration Department of a progressive organization.** Willing to relocate within UAE or the Middle East.

PROFESSIONAL STRENGTHS

- ❖ General Administration
- ❖ Staff Recruitment & Training
- ❖ Job Analysis / Evaluation
- ❖ Staff Discipline
- ❖ Employee Relations
- ❖ Problem Solving
- ❖ HR Planning
- ❖ Time Management
- ❖ Personnel Management
- ❖ Performance Appraisals
- ❖ Grievance Resolution
- ❖ Statutory Compliance
- ❖ HR Policies & Program Development
- ❖ Manpower Planning and Budgeting
- ❖ Compensation & Benefits
- ❖ Labour Laws , Immigration & visa Rules
- ❖ Competency & Skills Assessment
- ❖ Change and Conflict Management

COMPUTER SKILLS

- ❖ Office Management : MS Office (Word, Excel, PowerPoint & Access)
- ❖ Operating Systems : Windows NT / 2000.
- ❖ DBMS : Oracle, Visual Basic, Developer 2000, MS Access.
- ❖ Networking : Client Server Technology

KEY COMPETENCIES AND SKILLS

- ❖ **Leverage** extensive HR background to effectively manage recruitment, performance, compensation and benefits, staff training, employee relations, compliance of Laws, Regulations, important Decisions and their execution.
- ❖ **Implement higher performance standards** through Organizational Operations Management, Time Management, Training, Development and Human Resources Management.
- ❖ **Records of accomplishments** based on ability to motivate people, conduct effective training sessions, and achieve bottom-line results in taking companies to new levels of success.
- ❖ **Analytical Skills** - Process data and information, maintain records and tabulation, perform cost analysis, develop standard operating procedures and conduct staff training on policies and operations.
- ❖ **Excellent record** of effectively analyzing, compiling and synthesizing data into written reports. Exhibit a record of big picture vision with ability to outline necessary steps.
- ❖ **Organized and efficient.** Skilled at managing multiple tasks with competing priorities.

PROFESSIONAL QUALIFICATIONS

- ❖ **Executive Diploma Human Resource Management** - XYZ, Dubai Campus, UAE (March 2014)
- ❖ **CIPD – Diploma in Human Resource Management (Level 7)** – ABC Consultants, UAE (2013)
- ❖ **Masters of Social Work** - from ABC College, Coimbatore (1993)
- ❖ **Bachelor of Arts** - XYZ College , Bangalore (1990)

PROFESSIONAL WORK EXPERIENCE

M/s. Larsen & Toubro Limited Abu Dhabi Branch, Abu Dhabi, UAE

May 11 to Present

DEPUTY GENERAL MANAGER (EMPLOYEE RELATIONS, HR & ADMINISTRATION)

- ❖ **The company** is an offshoot of M/s. Larsen & Toubro Limited, India. This is an EPC contracting Company and is in the process of execution of 5 large construction projects, in Abu Dhabi, valued up to USD 377 million.
- ❖ **Frame the General Policy** of the company in the field of HR, Administration Affairs & Employee Relations.
- ❖ Supervise **the implementation of Laws, Regulations and important Decisions and their execution.**
- ❖ **Prepare the annual Manpower Plan & Budget** (for all the projects in Abu Dhabi).
- ❖ Spearhead **full-scope daily operations** of 3 managers and 18 subordinates. **Report to** Operations Head (UAE) and HR Head (GCC).
- ❖ **Perform Job Analysis and Job Evaluation**, for all new and revised jobs, based on organizational changes, using HAY Job Evaluation Methodology, in coordination with the respective Divisions and the Organization Development Unit.
- ❖ **Organize** induction orientation programs & initial settling-in process of new recruits.
- ❖ **Conduct** HRIS analysis for attrition, leadership development & succession planning
- ❖ **Investigate** and follow up on grievance, harassment & disciplinary cases. Conduct grievance and disciplinary interviews with employees and produce the necessary investigation reports with recommendations.
- ❖ **Implement** disciplinary procedures as requested by line management, including the issue of warning letters and contract termination notices;
- ❖ **Detect, investigate and resolve complaints**, disputes and grievances of all staff members and report them to the Division Head.
- ❖ **Ensure** follow up on issues emerging from employee satisfaction surveys, town hall meetings, visit reports, exit interviews, and others for capturing employee inputs. Gather information on workers' feelings about factors that affect worker morale, motivation and efficiency.
- ❖ **Liaison** with employees and their families in event of mishaps, accidents or fatalities to ensure availability of appropriate and timely support.

Achievements:

- ❖ **Instrumental** in fast paced selection, recruitment and mobilization of about 5,000+ employees for all the 5 (five) projects in Abu Dhabi, that were initiated in the same year 2011. The timely mobilization of manpower saved the organization huge costs, as the hiring of local manpower was avoided.
- ❖ **Actively** involved in the atomization of the HRIS reports and the implementation of the SAP – HRMS module in the UAE. Have designed the Org Structure and also am closely working with the SAP team in the designing of the Organizational Management, Personnel Administration, Training & Time Management modules.

M/s. Lafarge Middle East, M/s. Readymix Qatar Group, Doha, Qatar.

Apr 09 to May 11

GROUP HR & ADMINISTRATION MANAGER

- ❖ M/s. Readymix Qatar LLC is a Joint Venture Company of M/s. Lafarge and HE Sheikh. Hamad Bin Abdullah Al Thani. **The Company** is a pioneer & market leader in the manufacture & supply of ready mix concrete to major construction, infrastructure, oil & gas projects in Qatar.
- ❖ **Led and directed** the functions of 1 manager and 15 subordinates.
- ❖ **Oversaw** the activities for 360-degree performance appraisals; interpreted results and partnered with line managers to correct deficiencies where applicable.
- ❖ **Performed Job Analysis and Job Evaluation**, for all new and revised jobs, based on organizational changes, using HAY Job Evaluation Methodology, in coordination with the respective Divisions and the Organization Development Unit.

