

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

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

COMPUTER SKILLS

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| ❖ 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 XYZ College, Coimbatore (1993)
- ❖ **Bachelor of Arts** – ABC College , Bangalore (1990)

PROFESSIONAL WORK EXPERIENCE

M/s. ABC 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. XYZ 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.

- ❖ **Conducted** in-depth training needs analysis, prepared career development plans, implemented training and coaching activities, evaluated effectiveness of training, and conducted cost-benefit analysis for presentation to senior management.
- ❖ **Oversaw** the orientation/welcome programs for new personnel to ensure smooth integration.
- ❖ **Led HR planning activities**, authorized job descriptions, developed HR policies and procedures, succession planning, and maintained up-to-date organizational chart.
- ❖ **Organized** manpower and HR plans for both short and long-term scenarios, and held accountability for authorizing leaves of absence, vacations, salary adjustments, and benefits and compensation.
- ❖ **Supervised** expatriate management by efficiently coordinating with governmental / internal authorities.

Achievements:

- ❖ **Introduced** the concept of “Campus Recruitment” for the Group Companies and recruited “Graduate Engineer Trainees (GETS)”. This was a major initiative to mitigate the shortage of qualified line supervisors and also develop the second line of management for future leadership rolls.
- ❖ **Initiated** the atomization HR records & database by migrating to ORACLE based HRMS. The idea was to safeguard the employee data with set privileges and access of required data of the given end user and to create the concept of “E-FILE”, to electronically store data which would help in easy retrieval. The concept was my brain child, designed the whole flow and negotiated hard with the vendor – thus resulting in savings of QAR. 100,000/- to the Company.
- ❖ **Instrumental** in organizing a “Free Medical Camp” for all the workmen in the Sanaya Industrial Area at Qatar with a tie up with Supreme Health Council of Qatar – the event being sponsored by our Company, in the year 2010. Received an award from the Health Minister of Qatar for the initiative.

PREVIOUS EMPLOYMENT

PERSONNEL MANAGER - ABC Kuwait Construction Co., Kuwait	Feb 07 to Apr 09
H R ADMINISTRATOR XYZ Co. L.L.C., Doha, Qatar.	June 99 to Jan 07
OFFICER PERSONNEL - MNPQ Group ABC Ltd., Mumbai	Feb 97 to June 99
EXECUTIVE H R - LMNO, Bangalore.	Sept 95 to Feb 97
PERSONNEL OFFICER - UVW Private Ltd., Bangalore.	May 95 to Aug 95
FIELD OFFICER - MNPQ Consultants, Bangalore	Feb 94 to May 95

PROFESSIONAL TRAININGS AND WORKSHOPS ATTENDED

- ❖ “Leadership Summit” at ABC Middle East held in Doha - Qatar in 2010
- ❖ “HR Summit” in Qatar in 2010.
- ❖ “HR Summit” organized by UAE Exchange, at Dubai, U.A.E. - in 2013
- ❖ “Train the Trainer” in house program held in Muscat, Oman and selected as one of the Trainers.
- ❖ “Strategic Management” training (in house) in 2013.

PERSONAL INFORMATION

Gender : ----- Nationality : -----
 Date of Birth : ----- Passport Number : -----

References: Available on Request