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# JACOB VERGHESE

HUMAN RESOURCE PROFESSIONAL



Dubai, UAE, Dubai, United Arab Emirates



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## EDUCATION

### POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT

INSTITUTE of Management  
TECHNOLOGY, Ghaziabad, UP,  
India / Ghaziabad, UP, India/  
2011

### BACHELOR OF ARTS

PANJAB UNIVERSITY,  
Chandigarh, India / Chandigarh,  
India/ 2003

## SKILLS

- Payroll Administration
- Recruitment
- HR Expertise
- Employee Wellness

Seasoned HR Expert adept in global market practices, specializing in comprehensive HR operations, benefits, compliance, and risk management. Eager to contribute to team success through hard work, attention to detail, and organizational objectives while fulfilling career goals.

## WORK EXPERIENCE

### FINMART FINANCIAL SERVICES Sep 2023

#### PAYROLL SPECIALIST

- Preparation, processing & reconciliation of payroll for more than 1000 employees with 100% accuracy.
- Managed all payment modes - WPS / Exchange / Cash or bank transfers.
- Managing employee inquiries regarding payroll, deductions, and other related issues, providing clear and concise communication.
- Regular review of all related HR and Payroll Processes towards streamlining, process improvement.
- Conducted regular internal audits of payroll records to identify discrepancies or irregularities, swiftly addressing any issues uncovered through these investigations.

### MYCON MARKETING MANAGEMENT Jun 2021-Sep 2023

#### OFFICER - HUMAN RESOURCES

- HR Operations Management - Banking & Non-Banking (White / Blue collared employees): Sourcing & recruitment activities, VISA processing, induction, on-boarding, training & development needs, payroll and benefits,

- Risk & Compliance
- Employee Benefits
- Executive Assistance
- Insurance Management
- Relationship Management
- Administrative Support
- Consultation & Advisory
- Operational Excellence

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## LINKS

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LinkedIn:

<http://www.linkedin.com/in/jacob-verghese>

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## LANGUAGES

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- English
- Hindi
- Malayalam
- Punjabi

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## PERSONAL DETAILS

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Date of birth: 08 Oct 1978

Nationality: Indian

Marital status: Married

### PACT EMPLOYMENT SERVICES

Jun 2019-Jun 2021

employee engagement & team building initiatives, leaves management, records management, workplace conflict resolution, performance management, retention and separation etc.

- Consultant: Planning HR requirements in consultation with various functional and operational leaders.
- Manpower forecasting and sourcing, operations support, consultation to employees and managers on aspects related to recruitment, selection of candidates, EWS and retention strategies.

### ● OFFICER - HUMAN RESOURCES

- E2E Employee Lifecycle Management from induction to separation.
- Advisory, manpower forecasting and sourcing, operations support, consultation to employees and managers from HR standpoint.
- All HR programs & policies, and execution of all operational and related activities.
- Adherence to Compliance & Labor regulations, and directives issued by the Ministry / other relevant authorities.

### BA CONTINUUM INDIA PVT. LTD.

Jul 2008-May 2018

### ● ASST. MANAGER - HUMAN RESOURCES

- Design & Delivery - Employee Benefit Programs for PAN India employee base of ~21,000 employees, Database Management, query / dispute management, Analysis, regular Operations.
- Contracts Management - Preparation and Review of new & existing Contracts, Vendor Governance, Team Management, Service Level Agreements (SLAs) - implementation and review.
- Benefits Consultant & Advisor - Process optimization, cost efficiency, Market benchmarking.
- Conceptualization, Communication and Execution of a host of Wellness initiatives and programs across PAN India.
- Adherence to applicable Policies and Regulations by internal and external, Governmental Compliance bodies.

### CONVERGYS INDIA

### ● ADMINISTRATOR TO INDIA HEAD -

SERVICES PVT. LTD.

Feb 2004-Jun 2008

## TRAINING & LEADERSHIP DEVELOPMENT

- Metrics Reporting for India Training, Talent Management and Leadership Development team to APAC and EMEA Leadership, Communication SPOC.
- Administrative support to HR, Operations Leaders, calendar management, travel arrangements, VISA, logistics, Finance.