



# NILAY SHAH

## WORK EXPERIENCE

### **Prince Group of Companies – Human Resource Manager**

**March 2022 – Present**

#### **Key Achievements & Accomplishments:**

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Support the hiring managers on current job vacancies and prepare the headcount forms and initiate the recruitment process according to the job description, wages, and other employment conditions.
- Negotiate on terms of employment and conduct grievance investigations with line managers, recommended resolutions and ensure corporate procedures are followed and documented.
- Maintaining employee records and managing human resource information management
- Working with Dept. managers to understand their specific needs and requirements.
- Payroll & Compliance and EOSB
- Onboarding and orientation of new employees during the joining process.
- Ensure all documents and Visa and Labour cards are updated and recorded in the system.
- Developed and actively review policies and procedures ensuring they are compliant and make recommendations.
- Appropriately handled employee relations, grievance, disciplinary and performance issues of employees.
- Accountable for payroll processing and ensuring 100% accuracy.
- Compliance of labour laws, legal, and visas.
- Improved filing processes for employee data to increase accessibility and accuracy.

### **Baker Tilly – HR Manager (Dubai, UAE)**

**Sep 2021 – March 2022 (Contractual)**

#### **Talent Acquisition and Workforce Expansion**

- Recruited key roles within the organization to ensure a pipeline of high performing talent, meeting external requirements & enabling competitive advantage through high-performing recruitment.
- Expertise in driving cost effective recruitment, while maintaining quality, cultural fit and turnaround time.
- Monitoring candidate engagement throughout the selection process, identify concerns and making recommendations for improvements
- Successfully implemented corporate Induction program to ensure successful assimilation of values amongst new joiners
- Carried out the Policy Benchmarking and laid down guidelines and protocols to drive standardized employee conduct
- Created HR organization – recruitment, staffing, onboarding.

## CAREER SUMMARY

An HR professional with 14+ years of proven track record in establishing HR framework, building and bettering organization culture and employee value, and streamlining processes by implementing modern HR policies and practices with continual analytical inputs for quick and informed decision making

## CONTACT INFO

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## CORE COMPETENCIES

- HR Policy & Procedures Execution
- Recruitment & Staffing
- Employee Relations
- Training & Development
- Orientation & Onboarding
- Team Development
- Employee Welfare
- Performance Management
- Payroll Processing & Management
- Administration Management
- Employee Relations
- Operations Management

## EDUCATION

PGHRA – Human Resources

Tata Institute of Management (TISS)

2016-2017

## **KEY SKILLS**

- ✦ *Budget Management*
- ✦ *Excellent listener*
- ✦ *Friendly, courteous, and service oriented*
- ✦ *Poised under pressure*
- ✦ *Staff Training & Coaching*
- ✦ *Recruiting and Hiring Talent*

## **PERSONAL DETAILS**

*Nationality* : Indian  
*Visa Status* : Employment  
*Languages* : English/ Hindi/Gujrati

## **PRECEDING EXPERIENCES**

Datamatics Financial Services  
Senior Executive (Mumbai, India)  
Feb 2007 – Dec 2008

PricewaterhouseCoopers - HR Executive  
(Mumbai, India)  
April 2003 – Feb 2007

## **Employee Engagement**

- Support and implement people policies, processes, initiatives and procedures. Provide HR Policy guidance and interpretations.
- Work on the employee satisfaction survey outcomes and action plans.
- Measure Employee Engagement, plan and lead execution of actions to enhance employee engagement.
- Reward & Recognition

Frank's International LLC | Dubai, UAE | Oil & Gas Industry

2017 – 2020

Frank's International ITLLtd | Mumbai, India

2009 - 2017

## **Key Achievements & Accomplishments:**

Managing multiple portfolios and working in tandem with the Leadership team to achieve targets and strategies within the given timeline –

- Recruitment Strategy/Targets/Delivery timeline
- Manpower Planning: Monitoring budgeted vs. current manpower
- Sourcing: Identifying and using various channels of recruitment ensuring the integrity of the Process in terms of interviews, reference check, salary details, etc.
- Promoting Employee Referral Scheme
- HR Operations and reporting with Compensation and Benefit planning
- Employee Engagement activities rewards & Recognition
- Employee Life Cycle Management Statutory Compliance Management HR Analytics and dashboards
- Streamline HR operation processes to achieve a better employee experience
- Pivotal role in re-engineering the organizational hierarchy to differentiate roles based on Skills, Experience, Cost to Company, Business Strategy and Educational Qualification to streamline recruitment and on-boarding process
- Key role in retention of resource base with robust Exit interviews and Retention skills
- Statutory compliance and HR Audits
- Manage complete Payroll cycle with end-to-end Employee Life Cycle management
- Executing monthly salary processing and ensuring timely disbursement of Salary
- Payroll Audits, Monthly Reports management, Salary JV, Reconciliation to Finance department, Off-roll employee's salary management
- Open-house sessions and Employee Surveys Initiatives to enhance satisfaction
- Successfully delivered training measures to train employee base with business communication and excel skills
- Maintaining personal files, issuing offer letters and appointment letters, conducting HR Induction.
- Assess and anticipate HR related needs of business and do HR Interventions supporting business requirements by providing HR insights and point of view to business