



## NIVEDITA DINESH BEKAL

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### Professional Summary

Attentive and communicative Human Resources Manager with 5 years of experience. Expertise in Employee Engagement, Training and Development, Talent Acquisition, On-Boarding, Payroll. Experienced in managing personnel records management, compensation and benefits and employee relation. Proven track record of successful training and development tools.

### Experience

- **Human Resources Executive** 17th May 2021 - Till present
  - ♦ Framelez/ Tadbeer - Dubai
    - Organize and approve new staff MOHRE Contracts, ensuring efficient flow of documents throughout whole visa process and workload delegation to team of Typists.
    - Ensure effective communication between departments and proactive resolution of Client concerns.
    - Knowledgeable of Quota and timely processing of the Tasheel system, Tawjeeh, Medical Typing and Emirates ID, GDRFA procedures, Nooqoodi and E-vison.
    - Exceptional document controlling for soft and hard copies of confidential documents, upholding the strictest data protection throughout the process.
    - Assist in the processing of visa support for various countries.
    - Mentor and facilitate training for new employees.
    - Implement HR policies and labour law within the organization.
    - Ensured effective organizational alignment and achievement of business goals.
    - Preparation and processing of monthly payroll for over 200 employees; review and ensure accuracy of approved payroll entries; track and deduct all advances and other individual payroll deductions.
    - Submission of legal forms before the due date given to the finance team.
    - Running through Introduction, Policy, Rewards, Achievement of the firm, Leave management and Rules and Regulation of the firm.
    - Implemented a smooth onboarding and off boarding process as well as payroll process promptly.
- **Human Resource Executive** 5th July, 2020 - 13th May, 2021
  - ♦ Global Pageant Inspection and Audit Service LLC. (Oil and Gas Industry)- Dubai
    - Mentor, train and supervise team of 6 HR professionals.
    - Handled the Talent Acquisition Team across the country (UAE, Qatar, Kuwait, Saudi, UK, India).
    - TA, Reporting auditing and process payroll requests that improved the efficiency of the operation by 15%.
    - Direct personnel on-boarding, training and employee relations for 4 department with a total of 60 office employees and 300+ field employees.
    - Guiding the Administration Team in Visa process and accomodation arrangements for the New joinee.
    - Serve as liaison between management and employees during disciplinary action and dispute resolution.
    - Managed virtual & onsite onboarding/offboarding.
    - Completed HRIS data entry, reporting, auditing, & processed payroll requests.

- **Human Resource Associate** 1st July, 2019 - 13th December, 2019
  - ♦ I.T (National Stock Exchange I.T) - Mumbai
    - Managed the whole onboarding process, ensuring that all pre-employment processes and forms completed for PAN India accurately.
    - Onboarded more than 2000 employees in a span of 6 months.
    - Interacted with new staff and worked closely with Recruiting Managers.
    - Provided beneficial advice and support to new employees, answered questions, and resolved any problematic issues.
    - Sending birthday and anniversary wishes to all the employees PAN India.
    - Preparation and processing of monthly payroll for over 200 employees; review and ensure accuracy of approved payroll entries; track and deduct all advances and other individual payroll deductions.
    - Submission of legal forms before the due date given to the finance team.
    - Running through Introduction, Policy, Rewards, Achievement of the firm, Leave management and Rules and Regulation of the firm.
    - We implemented a smooth onboarding and payroll process promptly.
- **Human Resource Executive** August, 2017 - June, 2019  
Hotel Sahara Star
  - Represented corporate change and worked with new management in merger transition into a new company.
  - Manage employee relations disputes and investigations while utilising general counsel as necessary.
  - Conduct exit interview in an effort to identify departure trends to develop retention strategies.
  - Training for new joinee.

## Education

- **Ottawa University USA** 2017  
MBA
- **Durga Devi Saraf Institute of Management Studies** 2018  
MBA

## Skills

- Very knowledgeable in Immigration and visa process.
- Training and Development
- Policy and Labour Law
- Payroll coordination
- Compensation and benefits
- Able to work under work pressure.

## Projects

- **Indian Development Foundation**  
Mentoring Students Leadership Program.

## Achievements & Awards

- Outstanding contribution as Student Ambassador for the successful conduct of International Conference