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Current Location – Dubai, United Arab Emirates
Visa Status – Visit Visa valid till 15 Nov 2024



Summary

Dynamic and results-driven HR professional with over 5+ years of experience in HR shared services, specializing in end-to-end recruitment processes and onboarding. Proven track record in optimizing HR operations, enhancing organizational efficiency, and fostering a positive employee experience. Adept at developing and implementing innovative strategies to streamline operations, mitigate risks, and align HR initiatives with business objectives. Skilled in leveraging technology and analytics to drive data-driven decisions. Strong background in administrative support, document management, scheduling, and communication. Seeking to contribute expertise to a forward-thinking organization in the UAE market.

Area of Expertise

Knowledge of UAE labor law	Proficiency in MS Office	SAP
Recruitment & Onboarding	Taleo (On boarding Tool)	Employee Relations
Service Now	TMS	Swift Adaptability
Attention to Detail	Talent Acquisition Specialist	Compliance & Policy Development
Stakeholder Management	Customer Relationship Management	Risk Mitigation
HR Operations	Visitor / Vendor Management	Security Protocols
Invoicing	Courier Management	Conflict Management
Communication Skills	Interpersonal Skills	Maintain Confidentiality

Employment History

HSBC Electronic Data Processing India Private Limited	Oct 2018 - Jun 2024
Assistant Manager Talent Acquisition (HR Shared Services) (UK Operations)	Hyderabad, India

- **End-to-End Onboarding Process:**

- Manage the complete recruitment life cycle from sourcing, screening, interviewing, to onboarding across various departments and levels.
- Collaborate with hiring managers to identify staffing needs and develop job descriptions.

- **Recruitment Metrics & Reporting:**

- Monitor and analyze key recruitment metrics.
- Prepare and present weekly and monthly reports on recruitment performance and hiring status.

- **Stakeholder Management:**

- Collaborate with department heads and senior leadership to understand workforce-planning requirements.
- Maintain communication with internal clients, ensuring a seamless recruitment experience.

- **Employee Onboarding:**

- Oversee the onboarding process, ensuring new hires / internal hires are integrated smoothly into the organization.
- Collaborate with the HR team to ensure compliance with company policies and procedures during onboarding.

- **Process Optimization:**

- Streamline and enhance recruitment processes for greater efficiency and effectiveness.
- Identify opportunities to improve candidate experience and reduce hiring timelines.

- **HR Shared Services Support:**

- Acted as a liaison between internal departments like payroll, employee relations, and compliance.
- Ensure all recruiting documentation and systems are updated within the shared services model.

- **Compliance and Policy Adherence:**

- Ensure that recruitment practices comply with local labor laws and company policies.
- Maintain data integrity and confidentiality in line with HR regulations and standards.

Talwar Hyundai**Jan 2017 – Apr 2017****Customer Relationship Manager (HR)****Hyderabad, India**

- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution in HR department
- Hiring, training, and managing employees.
- Maintaining employee records and updating HR databases.
- Managed employee records, ensuring compliance with internal policies and local labor laws.
- Collaborated with hiring managers to determine hiring needs and manage the recruitment pipeline.

Gati**Mar 2015 – Dec 2016****Business Support Executive (HR)****Hyderabad, India**

- Collaborating with executive leadership to identify company needs and HR (including external recruiters) to help meet these needs.
- Maintain HR records and ensure accurate and up-to-date employee information in the HRIS system.
- Provide support in various HR administrative tasks, including payroll processing, benefits administration, and employee documentation
- Handle employee relations matters and provide guidance to employees on HR-related issues.
- Led a cross-functional team, leveraging strong team management and problem-solving skills to meet organizational objectives.
- Ensured compliance with labor legislation and optimized payroll processes to streamline operations.

Securitas (Facebook- Meta)**Jun 2011 - Mar 2015****Senior Security Officer (HR)****Hyderabad, India**

- Maintain HR records and ensure accurate and up-to-date employee information in the HRIS system.
- Answering all internal and external HR-related queries and requests
- Generating reports on general HR activity
- Curated a comprehensive log of complaints and resolutions to enhance training programs and serve as a reference for legal preparedness and staff development initiatives.
- Provided operational support in HR functions related to security personnel recruitment and onboarding.
- Helped organize training sessions and HR events to foster employee development.
- Ensured compliance with labor regulations and company policies.
- Conducted employee performance reviews and initiated relevant training and development strategies.

Certifications

- Certification of Power BI
- Diploma in computer applications