



SILPA S

HR PROFESSIONAL

Dubai, United Arab Emirates

+971 54 284 71 84

silpaks.siva@gmail.com

www.linkedin.com/in/Silpa-S-210b11157

PROFILE SUMMARY

Passionate & Strategic HR Professional with over 4 + years of Experience in effectively managing the complete spectrum of HR Functions across construction, apparel & retail, and healthcare industries. Proven track record in talent management, compliance, and cultivating an atmosphere of teamwork and productivity. Committed to continuous learning and development in HR practices and statutory aspects to contribute effectively to the field of Human Resources. Excited about making a meaningful impact on organizational success and advancing my career in HR.

PROFESSIONAL SKILLS

Talent Acquisition	Compensation and Benefits Administration	Employee Relations
Legal Compliance	Performance Appraisal and Development	Payroll Management

PROFESSIONAL EXPERIENCE

HR ADMINISTRATOR

ARC Group of Companies - United Arab Emirates

Jan 2022 - Present

Currently serving as an HR Administrator at ARC Group, a company specializing in Construction and Manpower Supply since 2012. In my current role, I oversee end-to-end HR functions for a workforce of 400-500 employees.

Professional Tasks :

- ▶ Employee Onboarding & Offboarding
 - ⇒ Proficient in Employee Joining Formalities as per National Statutory compliance, Orientation & Induction, Exit Interviews & Settlement formalities
- ▶ Employee Relations
 - ⇒ Addressing employee well-being, conduct performance appraisals & Implementing Employee Development Opportunities.
- ▶ Compensation and Benefits & Payroll Processing.
 - ⇒ Ensuring punctual distribution of Salaries, Bonuses, Overtime allowances, and accurately calculating Leave & Gratuity Settlements and other benefits.

- ▶ Legal Compliance.
 - ⇒ Skilled in UAE Labor Laws related to Contracts, Visas, Work Permits & other Employee Rights.
 - ⇒ Familiarity with official online portals like MoHRE, GDRFA, ICP Services FTA), ILOE & Others.
 - ⇒ Skilled in Emiratization Policy to promote the hiring of UAE nationals & Pension Management.
- ▶ Administering and Tracking HR Database
 - ⇒ Oversight of Employee Data and Updates.
- ▶ Development and Updating of HR Document Templates and Forms.

HR EXECUTIVE

Jayalakshmi Silks Private Limited - India

Nov 2020 - Oct 2021

Jayalakshmi Silks is a renowned name in the apparel and retail industry of South India. With its substantial workforce of approximately 2000 employees, the company holds a prominent position and contributes significantly to the retail industry in the region.

Professional Tasks :

- ⇒ Proficient in Employee Onboarding, Departures, and Lifecycle Management.
- ⇒ Directing Training Initiatives for New and Existing Employees.
- ⇒ Managing Employee Records, Attendance, and Absenteeism.
- ⇒ Expertise in Payroll Processing and Salary Administration.
- ⇒ Administering ESIC, PF & Gratuity Matters.
- ⇒ Conducting Employee Satisfaction Surveys and Performance Appraisals.

HR ASSISTANT

Westfort Hi-Tech Hospital - India

Aug 2018 - Sep 2020

Westfort Hi-Tech Hospital, owned by the esteemed Westfort Group, is a notable player in Kerala's healthcare sector. The hospital, accredited by NABH and holds an impressive track record in the fields of Cardiology and Transplantation.

Professional Tasks :

- ⇒ Actively participate in the recruitment process, which includes sourcing candidates, sorting through applications, and conducting initial interviews.
- ⇒ Maintain a comprehensive employee database, ensuring all information is up to date and accurate.
- ⇒ Manage monthly attendance records and leave records for hospital staff.
- ⇒ Proficiently handle payroll processing, ensuring accurate and timely salary administration.
- ⇒ Assist in the administration of employee benefits, leave & Gratuity Settlement, ESI & PF activities.

ACCADEMIC DETAILS

MBA - Human Resources Management

DC School of Management & Technology

B. Com - Taxation

Nirmala College of Arts & Science

TECHNICAL SKILLS

- ⇒ WPS & Payroll Processing.
- ⇒ Microsoft 365 applications and services.
- ⇒ Microsoft Excel (Pivot Tables, VLOOKUP, and IF statements & other functions & formulas)
- ⇒ Advanced Email Communication, E- Recruitment Tools & Professional Networking Platforms.

INTERPERSONAL SKILLS

- ⇒ Onboarding and Performance evaluation.
- ⇒ Time Management & Prioritization.
- ⇒ Cultural Awareness & Team Work.
- ⇒ Proactive & Flexible.
- ⇒ Communication & Listening Skill.
- ⇒ Stress Management & Emotional Intelligence.

PERSONAL DETAILS

- ⇒ Nationality : Indian
- ⇒ Date of Birth : 29 October 1995
- ⇒ Languages Known : English
Malayalam
Tamil
Hindi