



# Saylee Kakade

HR (CHRM, UAE)

I am a Certified Human Resources Professional (CHRM) with 10 years of practical experience in the field, working mostly with engineering, IT & Retail - Duty free companies. I have worked in India & UAE, which bring me a rich international HR experience and an ability to adapt quickly to different environments. I am excited to both contribute and learn with a dynamic People Practices Team that supports a creative, innovative and passionate workforce.

## Contact

### Phone

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### Email

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### Address

Dubai, UAE

## Education

20011

**BBA HR**

Amravati University

2008

**HSC**

Amravati Board

## Expertise

- CHRM certification (UAE)
- Human Resource
- Microsoft Office
- SAP HR
- Excel

## Experience

**Rad Elan Distributors (Dubai & India) May 2022 - Current**

### HR Executive & Region Head

- Researched and analyzed human resources trends and best practices and drove corporate policy changes to optimize business performance.
- Maintained human resources regulatory compliance with local, state and federal laws.
- Built human resource organization and aligned people and culture with corporate strategic priorities and operations.
- Interviewed potential hires, negotiated salaries and benefits and performed reference checks.
- Developed succession plans and promotion paths for staff.
- Processed employee claims involving performance issues and harassment.
- Coordinated work activities for HR managers, specialists and recruiting agents.
- Provided updates on HR policy changes to employees to satisfy compliance and state laws.
- Directed hiring and onboarding programs for new employees.
- Evaluated human resource's structure and plan for continual improvement and offered individuals professional and personal growth opportunities.

**Flemingo International (Dubai) Jan 2021 - Mar 2022**

### HR Assistant & Coordinator (Sales)

- Process the documents for all the visa applications such as new employment visas, renewals and cancellations.
- Partnered with management team to coordinate on-boarding and off-boarding processes. Oversaw and managed hiring process and assisted human resources.
- Performed internal and external audits and research and administrative reviews of programs and plans to support HR administration.
- Updated Human Resources Information System (HRIS) database, maintained data accuracy and assisted with system changes.
- Supported coordination of benefits open enrollment activities and process.
- Documented human resources records and maintained confidentiality of sensitive personal information.
- Filed paperwork, sorted, and delivered mail and maintained office organization.
- Coordinated employee training programs to improve productivity and performance.
- Coordinated itineraries and scheduled appointments for human resources staff.
- To prepare online Emirates Id and Medical DHA /MOH Application forms related to government requirements for processing of new/renewed visa applications

## Language

English

Marathi

Hindi

Tamil

German (Learning)

DOB: 09 Dec 1990

## Reference

### Mr. Roland Coiffe

Founder of Roland Coiffe

Fine Wines Merchant,  
Bordeaux

Phone: +33664227999

**Landmark Group (Dubai) Jan 2020 - Jan 2021**

### Engineering Coordinator

- Gathered and organized materials to support operations.
- Coached employees through day-to-day work and complex problems.
- Entered data, generated reports, and produced tracking documents.
- Handled incoming and outgoing shipping and receiving activities.
- Tracked records, filed documents and maintained communication between department to manage office activities.
- Inventoried and ordered office supplies to maintain availability of products.
- Coordinated with human resources department to handle payroll and personnel databases.
- Designed quality assurance and testing protocols for predefined customer hypotheses.
- Managed engineering engagement risk by employing simulations and rapid prototyping to reduce initial outlay and prevent costly mistakes.

**Visual Plus Advertising & Designing Pvt Ltd Sep 2015 - Jun 2019**

### HR Generalist

- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes, and talent management.
- Liaised between management and employees to deliver conflict resolution, alleviate problems, and interpret compensation and benefits policies.
- Planned and managed recruitment activities for new hires using strategic personnel, staffing, and position management practices.
- Monitored employee attendance and performance, addressing issues in accordance with company policies and procedures.
- Developed and coordinated employee training programs to improve productivity and performance.
- Fielded employee inquiries related to insurance, pension plan, vacation, sick leave and employee assistance.
- Oversaw and managed hiring process and assisted human resources.
- Developed and maintained positive relationships with external vendors, insurance providers and benefits administrators to establish trust and rapport.
- Resolved employee complaints and grievances successfully through mediation and collaboration.
- Managed payroll processing and benefits to compensate employees for service rendered.
- Conducted performance reviews and provided feedback to managers on employee performance.

**ADP Pvt. Ltd Mar 2014 - Aug 2015**

### Senior Associate

- Part of a documents team also individual responsible for the organization's documentation services.
- Ensuring proper documents are created and signed, that all data is accurate and that documents are stored and backed up.
- Handling enquiry from employees. Payroll Deduction Details.
- Handling Employee Tax Deduction, Dealing with mails regarding payroll enquiries.
- Making sure the salary reports are sent in time, Salary run in time with the deadline.
- Served as keyholder, overseeing business opening and closing operations.
- Met month-end reporting objectives and deadlines.

**Wipro Pvt. Ltd. Apr 2012 - May 2013**

### OM Officer

- Directed flow of traffic in construction zones and guided vehicles around automobile accidents.
- Supervised, directed and evaluated assigned staff members and newly hired officers.
- Collected, preserved and analyzed evidence found at crime scenes.
- Informing customer about new broadband plans and up-selling new data packages & plans to the customer via email. Assist with planning task & documentation
- Ensure all commitments are met in accordance to the goals and objectives of the task
- Manage and coordinate change activities and assist with task closure activities.