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| **PERSONAL DETAILS**  Date of Birth: 04-08-1985  Gender: Female  Marital Status: Married  Nationality: Indian  Passport No: M7530471  Visa Status: Company sponsorship  **Present Address**  #407, Sara 4 Building, Fire Station Road,Muwailah , Sharjah  **Languages Known**  English, Malayalam, Kannada and Tamil  **Achievements**  ***\*Actively participated in International recruitments***  ***\* Handled entire functions of H.R department of 1000 employees with more than 20 branches and franchisees, alone.***  \**Won* ***first prize in national level paper presentation****(ppt*) |



**Contact: +971523197898**

**tintu.lulu@gmail.com**

**Tintu Abraham**

***A self-driven professional with a great passion and 8+ years of expertise in Business Management, H.R operations and Administration***

**AREAS OF EXPERTISE**

\*Recruitment \*Joining formalities \*Induction \*Maintenance of SAP- HRIS \*Payroll \*Statutory Compliance \*Performance Appraisal \*Succession Planning \*Employee Retention \*Employee engagement \*Training and Development \*Exit Formalities \* Office Management \*Business Development Strategies \*Business Management

**ACADEMIC CREDENTIALS**

**-**PG Diploma (Personnel Management and Industrial Relations)

-MBA (Finance & Marketing)

-B.Tech (Biotechnology)

**PROFESSIONAL SUMMARY**

***Manager-HR and Administration for Al Meena Management Consultancy, Sharjah***

***(Sept’17-till date)***

*Reporting to the Director; developed, implemented and managed entire HR and Administration of the company*

* Established and implemented short- and long-term corporate human capital plans, which include maintaining or improving employee relations, talent acquisition and development, succession planning, workforce planning, compensation and benefits, and performance management
* Designed and developed a competency model to attract and retain top performers
* Guided the team through organizational restructurings which created a more flexible and efficient workforce

***HR and Admin Manager Techorbit Trading L.L.C(Clikon),Dubai***

***(Aug’15-Sept’17)***

*Reporting to the Director-HR and Administration, responsible for all HR Operations in head office (U.A.E) and coordinated with branches in* ***KSA, Qatar, Bahrain, India*** *and* ***China*** *on HR activities with over 500 employees and 5 direct reports.*

* Updated recruitment processes by developing comprehensive interview guides to improve candidate quality through testing both analytical and interpersonal attributes, encompassing sourcing, screening, interviewing, selection, and on boarding
* Served as a key member in building a sales team for our branch in KSA and conducted recruitment fair at Bahrain
* Managed all HR functions including staffing, training, performance, recognition, retention and benefits
* Analyzed priorities and set HR agenda and goals and monitored the team accordingly
* Partnered with the leadership teams to develop and execute the HR strategies and activities that fostered growth, innovation, and organizational effectiveness
* Partnered with senior leadership to evaluate and ensure the performance of sales force
* Developed and implemented a formal performance management process that built performance accountability into all levels of the process

***Assistant manager H.R vOptimise Infra Solutions Pvt.Ltd.,Bangalore,India***

***(May ’15-June ‘15)***

*Reporting to the Director, developed and implemented proper HR policies and procedures in a short period*

* Managed talent and succession planning, sourcing candidates, preliminary screening/short-listing and conducting interview
* Performed all joining formalities for employees including background verification, document verification, prepare offer and appointment letters, induction and orientation
* Designed and implemented up to date HR policies and procedures
* Dealt with complex disciplinary actions and grievances
* Defined KPA and analyzed the KRA of various job positions through HOD’s
* Monitored attendance and ensure accurate payroll processing of all employees within the stipulated time , prepare and issue salary slips of all employees

***Officer –HR and Administration Anu Solar Power Pvt.Ltd., Bangalore, India (March’12-May’15)***

*Reporting to the Manager-HR and Administration, built HR department from the ground up to implement HR standards and compliance, revamped employee handbook, policies and procedures, job descriptions and introduced a performance management system and performed all HR activities of Head Office, branches and 20 franchisees all over India with more than 1000 employees*

* Established recruiting goals to meet business needs. Restructured recruiting efforts that saved recruitment cost. Performed background verification, document verification, induction and confirmation of employees ; opened salary account, issued appointment letter ensured biometric punching, issued ID cards and maintained HRIS
* Payroll Administration using SAP and Administration of Statutory compliances including inspections from Labour department
* Partner with key executives across the businesses to drive employee engagement, morale, and performance in an environment experiencing both significant external and internal organizational change
* Arranged training programs for employees at regular intervals and evaluated the effectiveness of training program
* Implemented an incentive scheme that motivated the performers and boosted the sales
* Resuscitated struggling organization by reducing overstaffed workforce by 50%

***Executive H.R and Admin One Zero Info solutions Pvt. Ltd., Kerala, India***

***(Aug ‘10 - Feb ‘12)***

*Reporting to the Managing Director, performed all HR activities of Head Office and 6 branches*

* Provided assistance in Recruitment by short listing candidates for interview
* ManagedEmployee Database by maintaining updated personal files and employee data
* Maintained attendance register, leave register, etc. and ensured employee punctuality
* Processed monthly salary and maintain the muster roll
* Organized training programmes and employee engagement activities
* Managed all queries by communicating through verbal, written or e-mail forms in a timely fashion, handle employee grievances effectively

I hereby declare that the above stated information is true to the best of my knowledge.

Place : Sharjah

Date :