

Rob Quiney

Human Resources Executive

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Summary

A dedicated and driven professional with a proven track record in establishing HR Structure, building employee value, and streamlining operations by implementing advanced HR Policies and Practices with continual analytical inputs for quick decision-making. A problem solver who effectively balances the employees' needs with the organizational culture and policies.

Work Experience

2016-06 - Present	Human Resources Executive Delaware Hotels
	<ul style="list-style-type: none">▪ Generating personnel related reports including month-end birthday list, insurance report, probation list, and annual employee performance evaluations.▪ Preparing and issuing employee ID cards & change of status (job-responsibilities) memos to employees as per company procedure.▪ Preparing the employee of the month nomination report and certificate for the selected employee.▪ Monitoring compliance with statutory requirements and issued month-end reports on employee status regarding labor card expiry, resident visa expiry & health certificates.▪ Ensuring strict adherence to rules and regulations established by the employee's handbook as well as the hotel's fire, hygiene & health policies.▪ Organizing various employee welfare and social activities for building employee satisfaction and loyalty.
2012-05 - 2016-05	Human Resources Executive J&P Data <ul style="list-style-type: none">▪ Played a vital role in re-engineering the organizational hierarchy to different roles based on skills, experience, the cost to the company, business strategy, and educational qualification to streamline recruitment and onboarding process.▪ Steered initiatives to complete re-structuring and ownership of HRIS/HRMS tool as per company needs.▪ Spearheaded change management successfully to create conducive work culture.▪ Facilitated business optimization by minimizing human/tool related incidents and aiding in an efficient and effective recruitment process.▪ Re-designed complete performance appraisal management successfully.▪ Key role in the retention of resource base with robust exit interviews and retention skills.▪ Open house sessions and employee surveys initiatives to enhance satisfaction.▪ Delivered training measures to train employee base with business communication and excel skills.
2008-06 - 2012-04	Recruitment Consultant J/Morgan Chase & Co. <ul style="list-style-type: none">▪ Specialized in recruiting of the professionals into project services.▪ Managed a range of senior roles that included project manager, business analysis, and change managers.▪ Responsible for the end-to-end placement for both the permanent and contingent workforce.▪ Worked with clients to offer expert insight into the market.

Education

2005 - 2007	Master of Science in Business Administration Columbia University
2002 - 2005	Bachelor of Science in Business Administration Columbia University

Skills

MS Office

Leadership