

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 North

- 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 employer'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

IBM Data

- Played a 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.
- Spoke/headed 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

JF Morgan Chase & CO

- Specialized in recruiting of the professionals into project services.
- Managed a range of senior roles that included project managers, business analysts, 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