SHAILLEY KAMALKANT KARU

**Seasoned HR Generalist**

# COMPETENCIES

* Office Administration
* Travel & Calendar Management
* Supplier Management
* HR Strategies
* HR Management
* Employee Relationship Mgmt.
* Regulatory Compliance
* Indian Labor Law
* Talent Acquisition
* Talent Management
* Project Planning
* Inventory Management
* Contracts & Licenses Renewal
* Purchase Quotations
* Cost Management
* Accounts Payable & Receivable

# TECH SKILLS

* Oracle
* SAP
* Xero

# TRAINING

Secretarial Training

Nadia Training Institute | 2008

# CERTIFICATION

SHRM-SCP | Pursuing

Labour Law Certification | Skill Deck Talent Solution | April 2023

# CONTACT

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# PROFILE SUMMARY

* Seasoned HR Professional with ~17 years of experience in managing HR initiatives with eminent organizations.
* Proven track record of success in talent acquisition, employee relations, performance management, benefits administration, and workforce analytics.
* Experienced in managing HR software systems, ensuring compliance with employment laws and regulations, and conducting workplace investigations to address complaints of discrimination or harassment.
* Strong collaborator with cross-functional departments to

ensure HR processes align with company objectives.

* Demonstrated success in improving employee engagement, retention, and organizational effectiveness.
* Led various HR Vision & Strategy initiatives from conception to planning to execution and finally, fruition.
* Drove innovative strategies to ensure the business objectives are achieved despite the HR challenges.
* Promoted a ‘Can-do’ culture across the organization.

# CAREER TIMELINE

## HR Business Partner

Mar’21 – Present | Mission Dev India, Ahmedabad, India

## Office Manager

Jan’20 – 30 Dec’20 | Ecofer Menat DMCC, Dubai, UAE

## Office Manager

Sep’13 – 15 Jan’20 | Access Consultants DMCC, Dubai, UAE

## Admin Coordinator

May’12 – Aug’13 | KONE Middle East, Dubai, UAE

## HR & Admin Assistant

Dec’10 – Apr’12 | Redha Al Ansari Exchange, Dubai, UAE

## Admin Assistant - Executive Secretary

Jan’09 – Sep’10 | NEC Corporation, Dubai, UAE

## Executive Secretary

Oct’06 – Dec’08 | ARY Jewellers, Dubai, UAE

# EDUCATION

## Bachelor of Arts (BA) - Economics | 2001

Gujarat University, Ahmedabad, India

# WORK EXPERIENCE

* Developed and implemented HR strategies, policies, and procedures that aligned with the company's overall goals and objectives
* Led the recruitment and onboarding process to ensure the company attracted and retained top talent
* Managed employee relations, including conflict resolution and performance management
* Designed and implemented employee training and development programs
* Managed compensation and benefits programs to ensure they were competitive and equitable
* Oversaw compliance with all HR-related legal and regulatory requirements
* Maintained accurate HR records and reports
* Led and managed the HR team to ensure effective and efficient HR operations
* Collaborated with senior management to develop and implement company-wide initiatives
* Ensured a positive work environment that supported employee engagement, satisfaction, and retention
* Posted job openings, screened resumes, conducted interviews, and coordinated with hiring managers to develop job descriptions and salary ranges for open positions.
* Administered benefits programs, such as health insurance, retirement plans, and time off policies.
* Coordinated training and development initiatives to enhance employee skills and knowledge, and facilitated employee training on topics such as diversity and inclusion, safety, and harassment prevention.
* Collaborated with other departments, such as finance and IT, to ensure HR processes aligned with company objectives.
* Conducted new hire orientation sessions to introduce company policies and procedures.
* Facilitated communication between management and employees to foster a positive work environment.
* Conducted exit interviews to gather feedback and improve retention efforts.
* Collaborated with management to develop and implement compensation and rewards programs to attract and retain top talent.
* Ability to maintain positive relationships with labour unions and ensure compliance with collective bargaining agreements.