

Ruben D'cunha

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PROFILE

Experienced Senior Human Resources Manager with a strong educational background in Human Resources Management and Services. Proficient in English and Hindi, with a passion for building effective HR strategies and fostering a positive work environment. Seeking a challenging leadership role in HR to utilize my skills and drive organizational success.

WORK EXPERIENCE

Senior Human Resources Manager SOPARIWALA INDIA LLP

03/2024 - present MUMBAI, MAHARASHTRA, INDIA · ON-SITE

- **Strategic HR Leadership:** Provide strategic direction and guidance to the HR team, aligning human resources initiatives with organizational goals and objectives.
- **Talent Acquisition and Management:** Lead end-to-end recruitment processes, ensuring the acquisition of top-tier talent that matches the company's needs. Develop strategies for talent retention and succession planning.
- **Performance Management:** Oversee performance management processes, including goal setting, performance evaluations, and development plans. Provide guidance to managers in addressing performance-related matters.
- **Employee Relations:** Manage employee relations issues, ensuring a fair and respectful work environment. Address conflicts, grievances, and disciplinary matters in compliance with company policies and legal regulations.
- **Training and Development:** Identify training needs, design training programs, and facilitate learning opportunities to enhance employee skills and career growth.
- **Compensation and Benefits:** Collaborate with the compensation team to design and manage competitive compensation and benefits programs that attract and retain top talent.
- **HR Policies and Compliance:** Develop, implement, and update HR policies and procedures to ensure legal compliance and consistency. Stay updated on labor laws and regulations to minimize risks.
- **Diversity and Inclusion:** Champion diversity and inclusion initiatives, promoting a diverse workforce and an inclusive work culture.
- **HR Analytics:** Utilize HR data and metrics to derive insights and inform decision-making. Provide regular reports to leadership on HR key performance indicators.
- **Change Management:** Lead HR-related change management initiatives, ensuring smooth transitions during organizational changes.

Human Resources Manager Venture Catalysts | India's First Integrated Incubator

02/2023 - 02/2024 MUMBAI, MAHARASHTRA, INDIA · ON-SITE

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Manage the recruitment and selection process for Technical / Non-Technical Positions
- Consults with management on performance, organizational and leadership matters. Conducts needs assessments to determine measures required to enhance employee job performance and overall company performance.
- Bridge management and employee relations by addressing demands, grievances or other issues
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures

WORK EXPERIENCE

across the organization

- Identifies and incorporate best HR practices in the Industry.
- Nurture a positive working environment and drive cultural initiatives.
- Design, deploy and oversee a performance appraisal system that drives high performance and increases morale
- Oversee and manage a performance appraisal system that drives high performance
- Report to management and provide decision support through HR metrics
- Leading recruitment efforts and sitting in on interviews with potential hires.
- Assisting with the organization of team-building and staff development activities.

Human Resources Business Partner Greenaai Enterprises

12/2019 - 11/2022 MUMBAI, MAHARASHTRA, INDIA

- Advised executives on best practices for employee growth and productivity goals, consistently helping companies improve retention
- Identified HR training needs and conducted training for employees and leadership while recommending approaches to effect continual improvements in business objectives, productivity and within company to reach business goals
- Investigated and liaised with legal department to respond to complaints of harassment, discrimination, employee grievances and other sensitive issues and prepared position statements for EEOC
- Maintained confidential nature of employee and company proprietary and privileged information used or observed in course of performing job duties
- Managed full cycle of recruiting, hiring and onboarding new employees
- Collaborated with leadership to assess and improve policies across board
- Reviewed applicant qualifications and assisted management and recruiting with hiring needs and determining compensation and total package
- Integrated talent management process to include detailed analysis of potential talent gaps and development of career plans to identify and retain current talent and attract outside talent to business

Senior Business Development Manager Hikvision

01/2018 - 12/2019 MUMBAI, MAHARASHTRA, INDIA

Head - Human Resources & Operations Grateva International Pvt Ltd.

01/2014 - 11/2017 MUMBAI AREA, INDIA

Human Resources Business Manager Tulips HealthCare Solutions

01/2009 - 12/2013 MUMBAI AREA, INDIA

EDUCATION

**Human Resources Management and Services | Master of
Business Administration - MBA
Institute Of Industry Integrated Technology & Business Management**
01/2016 - 12/2018

**Business Intelligence & Analytics | Master of Business
Administration - MBA
Institute Of Industry Integrated Technology & Business Management**
01/2014 - 12/2016

**Information Technology | Bachelor of Science - BS
Mahatma Gandhi University**
01/2011 - 12/2014

LANGUAGES	English Professional	Hindi Professional	Marathi Professional
CERTIFICATES	Leadership Fundamentals LinkedIn 07/2021		
	Interpersonal Skills & Team Building Indo-American Society, Mumbai - India 11/2015		
AWARDS & RECOGNIZATIONS	Inclusive Talent Leader SoftwareVerdict 05/2024 https://www.softwareverdict.co/itl-credential/svcr20240067/ Awarded the Global Inclusive Talent Leader accolade by SoftwareVerdict for demonstrating exceptional commitment to fostering diversity and inclusivity within the workplace.		
	Elite Manager Award Greenaai Enterprises 05/2022 Recognized for consistently exceeding performance goals and driving business success through effective decision-making and innovation.		
	Employee Of The Year Greenaai Enterprises 05/2021 Recipient of the prestigious Employee Of The Year award from Greenaai Enterprises, recognizing outstanding dedication, hard work, and contributions to the company's success.		
	Top Performer Grateva International Pvt. Ltd 03/2017 Received accolades for exceeding expectations and surpassing goals set by the company		
	Young Leader Award Grateva Enterprises Pvt. Ltd. 01/2015 Received in recognition of exceptional leadership skills and dedication to driving innovation and growth within the organization.		