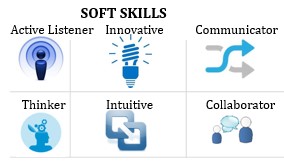
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**SAJIYA PERWEEN**

+971 526369681/+971528699745  
Sajiyaperween91@gmail.com

**ABRIDGEMENT**

An accomplished, results-driven Human Resources professional with 5+ years of experience with expertise in end to end Recruitment/Selection/Offer process, On- boarding and off boarding, Attrition/Retention, Talent/Performance Development, HR Policy, HRMS Implementation, Contract Negotiation, People Management, Conflict Resolution, Medical Insurance and Data Management .I am also confident of my ability to work in a team of high professional values and contribute to the growth of the organization

**CORE STRENGTS**

Employee Grievance UAE Labor Law Employee Relations

Talent Acquisition Medical Insurance Proficient in Microsoft Office

Retention Planning HRMS Implementation Performance Management

**CAREER HISTORY**

**Working as a Senior Human Resources Executive – Inspired Holding Group- Dubai Investment Park-2, Dubai, UAE from December 2015 to till date.**

**Worked as Senior HR Consultant – Access Corporate Solutions, New Delhi, India from November 2012 to July 2015.**

**Roles and Responsibilities Handled HRMS Implementation**

* Project In-charge for HRMS implementation and implemented successfully in the organizations
* Facilitating HRMS discussion with end users / technical team to translate business requirements into functional specifications and change management process
* Generate Status report of HRMS implementation for Management and Train employees to use HRMS
* Expertise in maintaining employee database in MS Excel & HRMS by regularly updating the same with new employee joining and resignations etc.,
* Prepared MIS and HRMS reports on monthly basis and review it with Middle Management Team

**Payroll Administration**

* Implemented the payroll process across the organizations
* Detailed analysis of payroll report(Deduction, Addition, Leave Salary and Advances) for all the employees and coordinate with the finance manager to process centralized payroll on monthly basis to ensure smooth function in crediting the employee’s salary
* Payroll reports preparation, identify the deviation, errors and submit the reports to management

**Policies, Process Management and PMS**

* HR Policy & Procedures: Provided critical support in creating and implementing all policies & procedures as per interval vision and external legal/compliance requirement.
* Re-structured Grades and Designation system and implemented organization hierarchy
* Educating new policies and refreshing existing policy knowledge through Policy refresher sessions
* Implemented a competency model for performance management, training/workshop with managers on goal settings and performance communication protocols in response to the rapid growth of business
* Proven skills in working on rewards management process including documenting, management and processing of employee bonus rewards by working on coordination with accounts department
* Periodic performance reviews and appraisal of all staff members.

**Talent Acquisition and Post-Recruitment (Global Operations)**

* Manpower planning and budgetary preparations for departments.
* Negotiating Compensation packages, pay rate and relocation benefits with candidates.
* Involved in the process of preparing & issuing employment offer / appointment letters / Intent Letter / preparing bond and consultant agreements to selected candidates.
* Onboard the selected candidates, conduct orientation and induction
* Recruit staff - this includes develop job descriptions and person specifications, prepare job advertisement, screen application forms, shortlist, interview and select candidates;
* Source profiles – in line with job requirements & description received from business functions – with the help of job portals Naukri Gulf, employee referrals and mass mailers as the predominant sources
* Manage Recruitment cycle for all levels / Positions.

**Administration and Employee Relations**

* Air Tickets and Travel Coordination for Business Trips
* Coordinating with PRO in execution of all legal aspects of HR Activities
* Issuance and renewal of Visa, Labor Card, Emirates ID, Medical Insurance Card etc.
* Execution of employee engagement, team building and welfare activities
* Conduct Exit interviews and complete all the exit formalities of employees
* Investigate and render comments on all disciplinary issues of employees
* Ensuring employee gets their benefits on time (like transport, accommodation etc.)
* Manage medical insurance and travel insurance on group level for all the employees and dependents (Addition, Deletion, Claims and provide training to the entire staff about the complete medical insurance process & procedure.)
* Proficient in processing employee leave requests based on priorities and ensuring suitable replacements for the same to ensure uninterrupted operations
* Competent in employee management, resolving professional disputes and counselling on personal issues that disrupt work.
* Responsible for timely renewal of company vehicle insurance and property insurance.
* Management representative for ISO implementation in organization and work closely with external consultant in preparing all required documents i.e. **QMS Manual, Quality Policy, and QMS Procedures.**
* Schedule basic awareness training for employee as part of ISO implementation.
* Conduct Gap analysis to determine the steps needed to be taken in order to move from its current state to its desired, review of existing documentation and existing business processes and methodologies and identifying the shortcomings or gaps to be filled to obtain the required state.

# ACCOLADES

* Award for Best employee quarter (April-June 2015) during my tenure at Access Corporate Solutions.
* Achieved 100% Accuracy and Productivity during my entire tenure at FSL
* Prepared Employee Handbook and HR Training module for Inspired Holding Group.
* Implemented Salary Structure and Grading System for Group Companies to bring out the organizational structure at Inspired Holding Group.
* Revamped the existing induction and other HR oriented process and procedures to provide training to employees.
* Centralized the payroll process for Group Companies.
* Done HR Audit for the group companies to align the HR process with companies Vision and Mission.
* Very strong “Positive Attitude” and Quick Learner
* Introduced diversity system in the company & newsletter publishing in the system
* Created a comprehensive and sustainable employee engagement strategy
* Efficient in time-management, direction
* Skilled in the art of multitasking
* Problem solving skills
* Positive, go-getter attitude
* Stress management skills and ability to make decisions under pressure
* Take initiate to implement necessary changes
* Strong sense of responsibility and accountability

**SCHOLASTICS**

* Attended HR Summit and Expo-2016 at World Tarde Center, Dubai, UAE
* Sikkim Manipal University, India (P): Master of Business Administration (Human Resources).
* Nalanda Open University, India: Post Graduation in Arts (History).
* Marwari College, India: Bachelor of Arts (History).

**PERSONAL DOSSIER**

Date of Birth: 05/08/1990

Visa Status Employment visa

Marital Status: Single

Nationality: Indian

Languages Known: Fluent in English, Hindi, and Urdu