



# CIDELLE MASCARENHAS

HUMAN RESOURCES PROFESSIONAL

📍 Sharjah, UAE (Preferred Job Location - Dubai & Abu Dhabi)

📞 +971544250741

✉️ cidellemascarenhas@gmail.com

## ABOUT ME

Results-driven Human Resources Professional with over 10 years of comprehensive experience across diverse environments, including Corporate Offices, Shared Service Centers, and Manufacturing Plants. Skilled in managing end-to-end HR functions, I excel in optimizing operational efficiency, enhancing organizational performance, and aligning HR strategies with business objectives. Committed to delivering strategic HR solutions that drive growth, foster engagement, and support sustainable success.

## SKILLS

HR OPERATIONS

ONBOARDING AND INDUCTION

TALENT ACQUISITION

EMPLOYEE LIFECYCLE MANAGEMENT

TALENT MANAGEMENT

HRIS (HUMAN RESOURCES  
INFORMATION SYSTEM)

HR POLICIES & PROCESSES

SAP SUCCESS FACTORS

COMPENSATION & BENEFIT

HUMAN RESOURCE BUSINESS PARTNER

HR COMPLIANCES

## LINK

**LinkedIn:**  
<http://linkedin.com/in/cidelle-mascarenhas-3b579366>

## WORK EXPERIENCE

### R M DEBT COLLECTION L.L.C

Sharjah, UAE  
Jan 2025-Present

#### HR & Admin Officer

- Facilitating end-to-end recruitment and selection process, including job advertisement publishing, candidate sourcing, interview coordination, and communication to ensure a smooth hiring experience.
- Managing visa applications, renewals, cancellations, and related documentation in compliance with UAE laws and Company policies. Coordinating with the PRO to ensure timely processing and completion of visa and work permit procedures.
- Designed and executed comprehensive onboarding programs, overseeing medical tests, Emirates ID registration, medical insurance enrollment, labor card issuance and ILOE processing to ensure seamless integration of new employees.
- Maintaining accurate and up-to-date employee records within HRIS systems, ensuring data integrity and compliance with organizational policies.
- Preparing attendance reports, reward and recognition documentation, reimbursement filings, and salary data to support accurate payroll processing.
- Act as the primary point of contact for employee inquiries related to HR policies, benefits, and workplace concerns.
- Handling employee Engagement Initiatives and Official Events.
- Managing exit procedures for departing employees, including end-of-service entitlements, work permit cancellations, residence cancellations, labor card cancellations, and medical insurance deletions.

### CELANESE MATERIALS INDIA LIMITED

Mumbai, India  
Apr 2017-Oct 2024

#### Specialist-HR Operations

- Led end-to-end talent acquisition processes on Naukri, ensuring efficient sourcing and candidate management.
- Streamlined onboarding procedures utilizing SuccessFactors - Navigator, enhancing new hire integration.
- Executed comprehensive HR services, including Time & Attendance Management, Benefits Administration, and HRIS updates.
- Contributed as a core team member in global special projects related to organization role mapping and site transitions.
- Supported performance management initiatives, including mid-year and annual review processes.
- Facilitated talent development activities by identifying training opportunities and maintaining relevant records.

LANGUAGE

ENGLISH, HINDI, MARATHI & KONKANI

PERSONAL DETAILS

Nationality  
Indian

Visa status  
Employment

EXTRA-CURRICULAR  
ACTIVITIES

WIN CHAIR TO BOOST DE&I  
CELANESE INDIA

BIC CHEMICALS &  
PACKAGING PRIVATE  
LIMITED  
Boisar, India  
May 2016-Mar 2017

MUSTANG  
ENTERPRISES  
Palghar, India  
Dec 2015-Apr 2016

ST. JOHN COLLEGE OF  
ENGINEERING AND  
TECHNOLOGY  
Palghar, India  
Jul 2012-Apr 2013

- Managed corporate induction programs, ensuring smooth onboarding experiences for new employees, Long Service Award processes and internship hiring initiatives.
- Conducted warm-up calls with prospective candidates and supported contractor-to-FTE conversion processes.
- Assisted in ensuring HR compliance and prepared documentation for audits.

HR Executive

- Developed and implemented HR policies and standardized letter templates to enhance organizational efficiency.
- Streamlined HR document control processes, including employee records, contracts, and compliance documentation, significantly reducing errors.
- Oversaw Time & Attendance Management, collaborating with payroll vendors to ensure accurate salary processing and adherence to payroll compliance and audits.

HR Trainee

- Ensure compliance with local labor laws by maintaining up-to-date HR documentation, policies, and procedures.
- Support the implementation and monitoring of performance management processes, including goal setting and performance appraisals.
- Manage and administer employee benefits programs, including health insurance and leave management.

Junior Office Executive

- Spearheaded full-cycle recruitment, expertly handling job postings, screening, interviewing, and selection of top-tier candidates across diverse roles.
- Served as a key point of contact for employee inquiries, effectively addressing concerns and resolving issues to foster a positive work environment.

EDUCATION

UNIVERSITY OF  
MUMBAI  
Mumbai, India  
2015

Master of Management Studies (HR)

UNIVERSITY OF  
MUMBAI  
Mumbai, India  
2012

Bachelor of Management Studies

MAHARASHTRA  
BOARD  
Mumbai, India  
2009

HSC

MAHARASHTRA  
BOARD  
Mumbai, India  
2007

SSC