

ARUN STELIN.P, HR

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Professional Summary

- Results-driven HR professional with 3 years of experience in managing comprehensive HR recruitment & operations in the Retail Technology, IT Services and Staffing & Recruitment industries.
- Expertise in various HR functions including talent acquisition, performance management, diversity and inclusion, employee experience design, legal compliance, strategic HR partnering, change management, employee payroll, and employee compensation and benefits design.
- Proficient in HRIS software to streamline processes and enhance operational efficiency.
- Committed to fostering a positive workplace culture and aligning HR strategies with business goals to support overall success.

Qualifications

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|--------------------------|--------------------------------|-------------------------------------|
| • HR Operations | • Talent Acquisition | • Employee Relations & Engagement |
| • HR Policy Development | • Learning & Development | • Learning and Development |
| • Performance Management | • Compliance & Risk Management | • HR Systems & Process Optimization |

Professional Experience

NORTHERN BASE TECHNOLOGIES LLP | India | Staffing & Recruitment
HUMAN RESOURCE RECRUITER

May 2024 – June 2025

VISION GROUP RETAIL | India | Retail Technology
ASSOCIATE – Recruitment

Sep 2022 – Apr 2024

B2C TECHNOLOGIES | India | BPO
PROCESS ASSOCIATE – US Voice

Sep 2021 – Feb 2022

Key Result Areas

- Managing the full cycle of recruitment and selection for **USA, Mexico, Canada, India** etc., including job postings, candidate screening, interviews, and job offers.
- Collaborate with department heads to identify staffing needs and create recruitment strategies.
- Utilize industry-specific channels and networks to source and attract qualified candidates, improve the talent pipeline.
- Developing and implementing HR policies and procedures that align with company goals and objectives.
- Ensuring the right talent fit. Led **onboarding** and **offboarding processes**, ensuring smooth employee transitions and compliance with HR policies and operations.
- Designed and executed **employee engagement initiatives**, enhancing workplace morale and productivity.
- Spearheaded **organizational structure redesign**, aligning roles and responsibilities for business efficiency.
- Scheduling interviews like telephonic, Face to Face, and Walk in Interviews to the candidates after Short listed by clients as per the client timings.
- Excellent Offer Negotiating & convincing skills with the candidates to accept the offer and make them join in short notice.
- Excellent knowledge on C2C, W2, 1099, Contract-to-Hire and Full Time positions with all type of Visas.
- Developing and implementing HR policies and procedures that align with company goals and objectives.
- Leading and coordinating the performance management process, including goal setting and development plans.
- Manage employee relations, handling grievances, conflict resolution, and fostering a positive work environment.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resource, talent management, and employment law

License & Certifications

- **Keka HR ATS – Keka**
Issued Mar 2025
 - **Naukrigulf Recruiter – Naukrigulf**
Issued Mar 2025 · Expires Mar 2027
 - **Naukri Maestro Recruiter – Naukri**
Issued Feb 2025
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Education & Professional Credentials

MASTER'S

MBA - HUMAN RESOURCE MANAGEMENT & OPERATIONS – ANNA UNIVERSITY – 2024

BACHELOR'S

BA – ENGLISH LANGUAGE & LITERATURE - MANONMANIAM SUNDARANAR UNIVERSITY – 2022

Technical Skills

- **HR Software & Tools:** HRIS, ATS (LinkedIn Recruiter, Indeed), Payroll (MS Excel, HRIS etc).
 - **Recruitment & Talent Acquisition:** Boolean search, Resume screening, Candidate assessment tools
 - **Employee Data & Analytics:** MS Excel (VLOOKUP), HR Metrics etc
 - **Payroll & Compensation:** WPS, Payroll systems, Salary benchmarking, labor law compliance.
 - **Performance & Training:** Performance appraisal tools, Employee engagement tools.
 - **HR Compliance & Documentation:** labor laws, HR policies & handbooks.
 - **Sourcing tools:** Monster, Dice, Naukri, Naukri Gulf, Indeed, LinkedIn.
 - **Recruitment:** IT, Non IT, Healthcare.
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Personal Details

- **Language Proficiency:** English (Proficient), Tamil (Native), Hindi (Beginner)
- **Marital Status:** Single / Unmarried
- **Nationality:** Indian
- **Present Address:** Al karama, Dubai
- **Visa Status:** Visit visa

Arun Stelin P