

# ARUN STELIN P

## Human Resources Professional

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**Location:** Dubai, UAE



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## PROFESSIONAL SUMMARY

Dynamic and results-driven HR professional with **3+ years of experience** in **Recruitment, HR Operations, and Employee Engagement** across Retail, IT, BPO, and Staffing industries. Skilled in **Talent Acquisition, Workforce Planning, HR Business Partnering, Payroll & Compliance, and HR Analytics**. Adept at fostering inclusion, enhancing employee retention, and aligning HR practices with business objectives. Proficient in **HRIS/ATS systems** with expertise in driving operational efficiency and compliance.

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## CORE COMPETENCIES

- Talent Acquisition & Recruitment (IT, Non-IT, Healthcare)
  - Workforce Planning & Organizational Development
  - Employee Relations, Engagement & Retention
  - HR Operations, Payroll (WPS), HR Policies & Compliance
  - Compensation & Benefits Management
  - HR Business Partnering & Change Management
  - Performance Management & Training (L&D)
  - HR Analytics & Metrics (MS Excel, Dashboards)
  - Global Recruitment Models: C2C, W2, 1099, Full-Time & Contract
  - HR Software: HRIS, Keka HR ATS, LinkedIn Recruiter, Naukri, Indeed
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## PROFESSIONAL EXPERIENCE

### NORTHERN BASE TECHNOLOGIES LLP | India (Staffing & Recruitment)

*Human Resource Recruiter / May 2024 – Jun 2025*

- Managed full recruitment cycle across USA, Mexico, Canada, and India for IT, Non-IT, and Healthcare roles.
- Partnered with business heads to create workforce strategies and talent pipelines.
- Sourced talent via job portals, Boolean search, and social media; improved candidate funnel.
- Negotiated offers, facilitated onboarding/offboarding, and ensured HR compliance.
- Conducted payroll support, HRIS data management, and documentation.
- Designed employee engagement programs enhancing retention and workplace culture.
- Recruitment, Background verification, engagement, coordinating, performance management.

## **VISION GROUP RETAIL | India (Retail Technology)**

*Associate – Recruitment | Sep 2022 – Apr 2024*

- Executed end-to-end recruitment including sourcing, screening, interviews, and job offers.
- Partnered with department heads to define staffing requirements and recruitment plans.
- Assisted in HR policy development and organizational restructuring initiatives.
- Facilitated onboarding/offboarding processes, ensuring compliance with labor laws.
- Contributed to **performance appraisal systems, L&D programs, and grievance handling.**

## **B2C TECHNOLOGIES | India (BPO)**

*Process Associate – US Voice | Sep 2021 – Feb 2022*

- Coordinated with US-based clients for workforce and recruitment needs.
- Supported recruitment back-office operations for international accounts.

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## **EDUCATION**

**MBA – Human Resource Management & Operations** | Anna University | 2024

**BA – English Language & Literature** | Manonmaniam Sundaranar University | 2022

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## **CERTIFICATIONS**

- **Keka HR ATS** – Keka (Issued Mar 2025)
- **Naukrigulf Recruiter** – Naukrigulf (Issued Mar 2025, Valid till Mar 2027)
- **Naukri Maestro Recruiter** – Naukri (Issued Feb 2025)

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## **TECHNICAL SKILLS**

- **HR Systems:** HRIS, ATS (LinkedIn Recruiter, Naukri, Indeed), Payroll (Excel, HRIS)
- **Recruitment Tools:** Monster, Dice, Naukri, Naukri Gulf, LinkedIn, Indeed
- **HR Analytics:** MS Excel (VLOOKUP, HR Metrics, Dashboards)
- **Performance & Training:** Appraisal systems, Engagement tools
- **Compliance:** UAE & India labor laws, HR documentation, handbooks

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## **PERSONAL DETAILS**

Languages: English (Proficient), Tamil (Native), Hindi (Beginner)

Nationality: Indian | Marital Status: Single

Current Location: Al Karama, Dubai | Visa Status: Visit Visa (till 06.10.2025)

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