

## CIPD (UK) & CPHR (Canada) certified, 10+ years of experience in Talent Acquisition & HR

Name: Kay

Profession: Human Resources (People & Business Enabler)

Total experience: 10+ years

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Book time with me: <https://calendly.com/kumartaral-uk>

Location: Birmingham, West Midlands (open for travel & relocation)

RTW & Enhanced DBS available, driving license and a car



### **CAREER SUMMARY**

- A **CIPD Level 5 (UK), CPHR (Canada), NVQ level 7 (UK), MBA (HR), B.Tech. (Mech Eng)** qualified **HR & shared services transformational leader** with 10+ years of experience multiple business domains including but not limited to FE & HE (Further Education & Higher Education), renewable energy, ESCO, information technology (software & networking), oil & gas, EPC, engineering contracting, automobiles, trading, investment & financial services (fintech), real estate, travel & tourism, luxury hotel, retail, heavy equipment, industrial product, media services. Having worked in the UAE, Oman, Kuwait, Saudi Arabia, Bahrain, Qatar, Singapore, Malaysia, India & UK.
- Strong working knowledge of various PC tools & software packages, **automation & digitalisation of HR & other support functions** from the inception. Fully proficient with ERPs, SAP, Success Factors and Oracle HR modules. An effective team leader and a reliable team player with good written and verbal communication skills. Hands-on experience on working with advanced Microsoft Excel & **Microsoft Power BI for dynamic data analytics**, reporting & dashboards.

### **CORE COMPETENCIES**

Technical recruitment, workforce modelling, business transformation, business process re-engineering, labor laws & compliance, talent management and engagement, organisational culture development, performance enhancement, productivity enhancement, HR budgeting, HR cost control strategies, rewards & recognition, training and employee development, successfully handle employee grievances and complaints, TUPE transfers, redundancy and exit management, data analysis, reporting & interactive dashboards.

### **EXPERIENCE DETAILS**

**Duration:** Feb 2023 till present

**Organisation:** Pathway Group, West Midlands

**Designation:** HR Manager



The Group is engaged in upskilling and re-skilling people, communities and corporates through various programs including trainings, apprenticeships, career enhancement, job assistance etc.

#### **Role & responsibilities:**

- Strategise and optimise hiring plan, consider diversity and inclusion
- Recommend data driven decisions through workforce modelling that suit various business life cycles and timeframes
- Lead recruitment, mobilisation and onboarding (DBS, RTW checks, ID documentation as per GDPR regulations).
- Develop and deliver **effective induction programmes**, mandatory trainings including prevent, safeguarding etc.
- Develop workforce engagement plans at all levels, consistently monitor and control voluntary attrition
- Draft and amend various types of employment contracts, negotiate terms with the candidates
- Provide guidance and coaching to the HR team to achieve the team and individual goals and objectives and KPIs
- **Map the existing business processes, policies**, checklists, forms etc., challenge the process flows and suggest healthy & effective improvements including standardisation, digitisation & automation
- Gain insights of the business, suggest new and innovative ways to consistently improvise the company culture
- Monitor HR function, prepare and present **effective HR analytics and reports to the stake holders**
- Handle grievances, disciplinary matters and provide neutral suggestions to the stake holders and employees (alike) in order to resolve the disputes with zero adverse impact on the involved parties
- Conduct and map performance reviews, provide with equal opportunities to the employees to optimise performance and improve potential
- Serve as an unbiased source and point of contact for the employees to enhance a positive employee-experience and support achievement of milestones to consistently improve employer branding

- Handle TUPE transfers with full compliance to ACAS procedures, employee exits with a 'personal touch' and full confidentiality, empathy, handle claims related communication, handle occupational health assessments, employee well-being and safeguarding matters and provide timely advise, support and consulting

**Duration:** Jan 2021 - Feb 2023 (West Midlands)

**Organisation:** Emirates Electrical Engineering, Al Rostamani Group

**Designation:** HR & Talent Acquisition Business Partner / HR Manager



**Duration:** 2018 to Jan 2021

**Organisation:** Emirates Electrical Engineering, Al Rostamani Group, Dubai

**Designation:** HR & Talent Acquisition Business Partner / HR Manager



The Group is engaged in Renewable Energy, ESCO, Information Technology, Construction, Contracting, Luxury Hotel (Hospitality), Retail, Automobiles, Trading, Investment & Financial Services, (Fintech / exchange) Real Estate, Travel & Tourism business domains

**Role & responsibilities:**

- Strategise and execute all HR functions & team to support and achieve business objectives
- Propose manpower plan and budget by closely liaising with the stake holders and guiding the line managers
- Lead recruitment, mobilisation and onboarding including designing and delivering orientation programs
- Effectively engage and develop workforce at all levels, consistently monitor and control voluntary attrition
- Map existing business processes, policies, checklists, forms etc., challenge the process flows and suggest healthy & effective improvements including standardisation, digitisation & automation
- Monitor HR function, prepare and present effective HR analytics and reports to the stake holders
- Develop & implement strategies that improve business functions & company's over-all positive work culture
- Maintain a professional repot and relations with the employees and effectively conclude employee grievances
- Lead and provide effective recommendations to the management in disciplinary matters & labor relations
- Consistently improvise employee productivity through various HR & change management initiatives
- Develop & implement manpower model, cost, HR budget, resource allocation, exit and redundancy plans
- Develop and manage effective and healthy employee relations and succession plans (for critical roles)
- Oversee payroll, HRMS (Success Factors – ESS, MSS, recruitment, L&D, success planning), HR administrative tasks and consistently improve effectiveness of the HR function and ensure active contribution and alignment to the employer's P&L, growth and vision
- Develop job competency framework, design job descriptions and grading & salary structure, reward programs
- Design and consistently improve HR policies & practices, ensure compliance to labor laws
- Design technical, compliance & personality development training plans and ensure consistent implementation
- Design and lead graduate recruitment and development programs and localisation initiatives
- Design employer branding initiatives, conduct regular employee surveys, ensure a positive brand building inside out
- Actively strategise, participate, implement and lead the business transformation and re-structuring &/or right sizing. Determine the business processes, walk-through, what-if analysis, processing mining, simulations, determine and define e.g. compliance related, function specific, industry-specific, assess the impacts and risks from 'as-is' to 'to-be' stages including security, speed, integration, qualify etc., quantify, assess the impact of the suggestion, implement the suggestions and improvements, measure and analyse process performance, capacity planning, model better processes, digitise &/or optimise through ML, AI, RPA. Software: IBM blueworks, Zoho, ProcessMaker, Monday, Apian

**Duration:** 2016 to 2018

**Organisation:** Galadari Engineering, Dubai

**Designation:** HR & Talent Acquisition Business Partner



The Group is engaged in Renewable Energy, Information Technology, Construction, Contracting, Luxury Hotel, Retail, Automobiles, Trading, Manufacturing, Industrial Products, Investment & Financial Services, Real Estate, Travel & Tourism, Heavy Equipment, Media business domains

**Role & responsibilities:**

- Direct the HR function in multiple business units (in Dubai, Sharjah, India, Oman)
- Plan, monitor and control HR budget, business analytics & metrics
- Plan and implement sustainable cost reduction solutions & initiatives
- Talent Acquisition (including hiring of confidential / senior roles, recruitment of staff and workmen, shrink hiring timelines)
- Training & Development, coaching & mentoring (develop & implement technical & soft training calendars)
- Employee productivity & business strategy analysis and solutions (leave & attendance management, idle time monitoring, resource allocation)

- Consistently analyse company's business challenges and work with the higher management to suggest, initiate & lead solutions
- Lead HR team, oversee payroll, initiate and execute employee engagement activities, monitor & improve employee utilisation, develop effective HR policies & procedures
- Develop presentations, subject materials and **facilitate trainings** related to orientation, HSE, productivity improvement, ethics & compliance, anti-bribery, conflict of interest
- Develop and implement compensation, reward and incentive programs
- Develop job classification system, design job descriptions, salary structure, benchmark job roles and salaries
- Oversee emigration, public relations, transport / fleet management, office facilities & administration and **increase effectiveness, pace and quality of service of these functions**
- Develop & sustain cost savings initiatives that have direct impact on the company's over-all revenue and profit
- Establish project based teams, site offices & operations in the middle east region and in various other countries
- Lead, oversee and integrate HR, Administration, transportation, labor camps, management of office facilities, non-engineering procurement, IT functions effectively

**Duration:** 2011 to 2016

**Organisation:** McDermott Engineering Services, Dubai / India



**Designation:** Sr. Manager – HR & Talent Acquisition

The employer is engaged in Renewable Energy, Oil & Gas, Offshore EPC, Construction, Contracting, Engineering business domains

**Role & responsibilities:**

- Develop and implement talent acquisition & mobilisation strategy and budget
- Plan, implement, and research multiple hiring sources
- Provide the team with adequate training, coaching and motivation to enable to achieve their profession and developmental goals
- Develop compensation, employee benefits & reward programs by considering industry standards
- Conduct periodic compensation & benefits surveys through in-house and external sources to **benchmark salary and benefits structure**
- Conduct TNA (Training Needs Analysis) and perform timely assessments to identify and bridge training gaps
- Develop ppts, facilitate training programs and coach & advise managers on training (& related policy) matters
- Develop, implement and track technical as well as soft- skills training plans across the staff levels
- Develop **training manuals, calendars** and ensure implementation through various initiatives including rewards & enforcement
- Develop and control training budget
- Develop and implement employee **development, engagement and retention programs**
- Plan and implement succession planning for talent & leadership roles
- Work with the line managers to identify and recognise top performers and either train or, eliminate low performers
- **Develop HR analytics, reports, design and implement effective cost reduction strategies and initiatives**
- Develop company policies and procedures including **HR handbook**
- Develop new and suggest amendments to the job descriptions and job classification system, define job levels and job families, in partnership with the higher management
- Conduct employee satisfaction surveys and advise the management on any short-falls or room for improvement
- Identify change management opportunities, evaluate and suggest & apply resolutions
- Develop job competency framework and succession management plans for critical job roles
- Develop and implement **graduate development program and internship program**
- Initiate and mentor **Toastmasters Program** to achieve goal of improvising staff communication and over-all conduct

**EDUCATION**

CPHR (Chartered Professional in HR) / Awarding institution: CPHR, Canada (2022)

**CIPD** (Chartered Institute of Personnel and Development) Diploma **Level 5** / Awarding institution: CIPD, UK (2021)

NVQ **Level 7** Diploma in Management / Ofqual, UK (2013)

Degree: MBA – HR (2014)

Degree: B. Tech. in Mechanical Engineering

## **CERTIFICATIONS**

[Linkedin](#) certified Recruiter & HR Business Partner (2022)

[Google](#) certified Data Analyst (2022)

Awarding institution: [Google](#), USA

Certified Microsoft Power BI professional (2021)

Awarding institution: EDNA, Australia

Certified Psychometric Assessor

Awarding institution: British Psychological Society (2015)

## **PERSONAL DETAILS**

Birmingham, West Midlands

RTW & Enhanced DBS available

Driving license & a car

Passion: Fitness, Golfing, data analytics, investing

## **ACCOMPLISHMENTS**

- Cost optimisation through reducing mobilisation timeframe: 35% improvement
- Improvement in productivity through automation & digitisation of time & attendance: 18%
- Zero labor complaint through effective and expedited management of employee grievances
- 92% reduction in early attrition of employees through effective surveys and implementation of suggestions
- 18% of improvement in chargeable man-hours through monitoring and controlling unproductive leave & attendance
- Effectively participated and led the business transformation, re-sizing campaigns and strategies to achieve the business & investment diversification objectives for the stake holders within stipulated timeframe/s