



## SHANE SKARIA

A multifaceted & highly energetic individual, having 5+ years' experience in India & UAE currently seeking better opportunities in HR, Administration, Facilities Management, Training & Development, Customer Service & Business Development role for professional & personal growth.

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### 🎓 Education

MBA (HR) from MACFAST, Mahatma Gandhi University, Kerala in 2012  
B.Com (Marketing) from St. Xavier's College, Calcutta University, Kolkata in 2010

### 👤 Key Skills

End to End Recruitment

Exit Formalities

Admin Operations

Employee Relations

Performance Management

Customer Service

Employee Engagement

Induction & Orientation

Business Development

### 📁 Work Experience

**Aug'20 – Feb'22 with LEAMS Education, Dubai, UAE as HR Business Partner**



#### Key Result Areas:

- Responsible for recruitment & selection, and ensure timely conduct of new hiring & on-boarding
- Preparing & updating HR Policies, Procedures & forms, JD's, etc.
- Managing employees disciplinary issues & grievances as per UAE labor laws
- Handling Monthly attendance, payroll process and Leave Management
- Delivering effective administration services & ensuring compliance to HR regulations
- Ensuring that all Staff related documentations are done as per UAE labor law
- Coordinating with PRO for processing visa, work permits and all govt. related transactions of employees.
- Ensuring that school licenses, employment visas, work permits, etc. are renewed well ahead of deadlines
- Ensuring to provide KHDA approval for all academic staff relevant to their designation in the school.
- Handling employee engagement and other team building activities for employee welfare
- Ensuring to follow the COVID19 protocols in the workplace as per the DHA & KHDA guidelines

**May'19 – Jan'20 with HGS, Bangalore, India as Senior HR Business Partner**



#### Key Result Areas:

- Manage HR activities for headcount of 400+ employees across Domestic Business Verticals as HRBP
- Conduct HAWK sessions for any candidates before they join the process to set the expectations right
- Conduct Corporate Induction to new employees as part of their onboarding sessions on first day of joining
- Conduct New Hire Connect sessions for any new employees joining the business on briefing HR guidelines
- Plan retention and control attrition by interacting with employees and business leaders regularly
- Conduct Resignation Connects and prepare attrition analysis and reports for weekly review meetings
- Track all absconding cases by connecting with them via calls, sending letters & triggering them off in system
- Conduct different sessions on best HR practices like Roadshows on Absconding, POSH awareness, etc
- Facilitate one on one /group SKIP level meetings and understand employees issues and provide solutions
- Prepare EWS reports on monthly basis and meet critical employees in order to plan attrition accordingly
- Coordinate Payroll activities like attendance corrections, Salary hold-release data, LOP reversals for the month
- Complete Line HR Final acceptance in the system for timely Full & Final closure for all employees under exit
- Monitor Performance Management and Appraisals for all employees and coordinate with Ops for timely closure
- Handle IJP's for different processes and manage employees internal promotions and transfers
- Conduct Fun Fridays and Employee Engagement activities on a regular basis to make work a fun place
- Prepare & handover HR DOCS like Relieving, NOC, Address Proof letters, ESIC, Medical Insurance card etc



### Key Result Areas:

- Conducted recruitment for all levels through different channels like Job Boards, References, and Consultants
- Organized preliminary interviews through telephone, video conferencing, direct face-to-face rounds
- Engaged in generating offers, updating employee files & recruitment reports on daily basis
- Coordinating for mass overseas non-staff hiring arrangements as well as campus placement programs
- Ensured background verification formalities was performed for all the potential candidates
- Prepared documents for visa processing; managed PRO activities for all new joiners
- Arranged ticket bookings, hotel stay/company accommodation, airport pick-up & drop
- Executed on boarding activities like HR Orientation, ID Cards & Biometric Registration
- Guided all new employees for EID registration and medical tests for Labour Contract & Visa Stamping
- Maintained attendance and reported absent/late details of employees on a daily basis
- Provided support to Payroll Team in calculating eligible leave days for processing leave salary of employees
- Formulating Job Descriptions, Organograms, New Employee Handbook, HR Forms & Templates, and so on
- Addressing employee queries, grievances and requests like Salary Certificates, HRA Advance, and NOC Letters
- Updated existing employees labour/ visa renewals by sending them for Medical on expiry of contract
- Completed exit formalities of separated employees such as labour/ visa cancellation & ticket arrangements
- Administered company office/warehouse tenancy/ Ejari and Industrial/Commercial License renewals
- Facilitated company accommodation (labour camp/ villa) requirements like maintenance & renewal
- Coordinated company transportation activities for employee pickups and drops and carry out inspections
- Implemented Medical Insurance at a group level for all employees and maintaining WC Insurance activities
- Performed administration activities like monitoring DEWA/ Etisalat Bill Payments, Stationary & Pantry Requirements
- Steering employee engagement activities like Rewards & Recognition Program, Birthday Celebrations
- Rolling-out important official circulars on behalf of management like Holidays, Events, New Policies

### Oct'12 – Nov'13 with Aptara Learning Pvt. Ltd, Kerala, India as HR Executive



### Key Result Areas:

- Recruited candidates; scheduled interviews, and developed & issued offer letters
- Completed joining formalities like employee orientation and updated HRMIS on a timely basis
- Prepared ID Cards, Employee File Creation, Bank account Opening, Biometric Registration for all new joiners
- Identified training needs, imparted trainings, and collated feedback
- Formulated appraisal list and recommended employees for salary increments, confirmations & designation changes
- Updated attendance for all employees on daily basis, leave tracker, and calculated SL, CL, LOP, OT
- Organized weekly Fun Friday Games, Quarterly Movie Shows, Cricket & Football Tournaments and Cultural Events
- Streamlined CSR activities like Social Campaigns (Road shows/Marathons) and Awareness Programs for AIDS & Cancer



### Technical Skills

- MS Office, (Advanced Excel, Word, PPT, Outlook) Oracle & SAP ERP



### Internships

- Organizational Study at Vodafone, Cochin, Kerala
- Research Study on Employee Welfare at MRF Tyres, Kottayam, Kerala



### Personal details

**Date of Birth:** 28<sup>th</sup> March 1989

**Native:** Kottayam, Kerala

**Marital Status:** Single

**Religion:** Christian

**Language Skills:** English, Hindi, Malayalam & Bengali

**Interests:** Browsing music, Watching Netflix, Follow Cricket