

BLASSON VARGHESE KURIAN

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Dear Sir/Madam,

I am writing to apply for the position of **Compensation and Benefits – Lead** in your HR Department, which relates strongly to my **11 years of experience** in the areas of Human Resource Management. I am presently designated as a *Senior Specialist – Compensation and Benefits* with Mohammed Hasan Al Mahroos BSC, Bahrain, I believe that I meet all the essential criteria for the position.

Please find below a few of my *key accomplishments*:

- Successfully developed an Employee Performance Evaluation System.
- Reduced the staff working hours to 9 hours per day from 10 hours.
- Successful in reducing the early turnover, by implementing Monthly Performance Evaluations program for new hires during their probation period.
- Implemented HRIS and Payroll System within the organization by replacing traditional and manual payroll process.
- Successfully led the massive organization downsizing and restructuring program, to reduce the overheads and optimize the resource allocation and focus on core values and business objectives.
- Replaced the conventional interview and screening methods with behavioral, psychometric, and cognitive tests and case studies.
- Introduced Recruitment Budget to plan, forecast & budget the manpower requirements in advance.
- Successfully implemented process improvement and periodical review to reduce Overtime overheads.
- Successfully implemented annual leave utilization policy and schedule, to keep optimum level of annual leave accrual accumulation & reduced the burden for the organization on hefty leave salary dues.

I would like to highlight some of the areas of my expertise:

- **Leading and managing the Compensation and Benefits Team** – Experienced in leading the C&B team in driving several initiatives and programs, of the organisation with a strength of 450 staff, in various geographies and branches in Bahrain, KSA & UAE, in achieving the strategies and objectives.
- **Payroll Management** – Strong and extensive experience in managing the end to end payroll processing task and activities; experienced in preparing various monthly reports and conducting audits and analysis.
- **Budgeting & CTC Forecast** – Preparing HR budgets, Manpower and CTC forecasting, finalising the merit increase budget and developing incentives and bonus schemes to achieve the business objectives of various Business Units, Service Units and Corporate Support departments.
- **Salary Benchmarking** – Conducting the surveys, in-depth studies and analysis on comparable factors on relatable context and compensable factors of a job on the market trends and marking the exceptions, critical talents & positions, based on Company Policy, Values, Organisation Strategy, Market Competition, and Quality Objectives to offer a competitive package and prepare a hybrid formula on overall compensation matrix.
- **Talent Retention** – One of the prime objective is not to loose any of the talents, conducting effective negotiations in retaining the talents and convincing management to provide competitive packages to retain talents.
- **Job Analysis** – Conducting the extensive studies on job requirement, essential skills sets and systematically analysing the job of various departments and reviewing, drafting, documenting the job descriptions and aligning it with the vision, mission, values, objectives and strategies.
- **Job Evaluation** – Evaluating the job and its attributes by analysing the JDs and grading the jobs based on the relative worth of the job preparing the job heirarchy and implementing the job grades & base pay structure. Using the qualitative and quantitative methods to rank the jobs based on the point weightage for respective compensable factors to its descriptors and degrees of requirements to define the pay structure & pay band width.
- **Compensation Philosophy & Policy:** Designing the increment structure and tenure plan, by structuring and restructuring the base pay structure and the pay band width in line with labor market trends & survey reports. Correcting the pay gaps and identifying and rectifying pay compressions.
- **Internal & External Pay Equity** – Liasing with external and internal sources and conducting the regression analysis to track the deviations, identify the payline trend and prepare the policies and strategies for pay equity.
- **Competency Mapping** – Knowledge in drafting the Competency profile for different levels and tracking the levels of risk handling and using psychometric test and tools to identifying the behaviour, attitude, skillsets & attributes and knowledge required to perform to specific jobs and identifying the best individual fitment matching with underlying traits (must haves) of the individual to obtain optimum level of productivity and performance. Working with hiring and talent acquisition team in recruiting right candidates by assessing the Psychomotor domain - Skills level of the candidates, Cognitive domian- the Knowledge level of the candidate, Affirmative domain Attitude level of the candidates, to deliver high level of performance.

- **Employee Lifecycle Management**– Thorough knowlegde in entire HR fuctions and operations from hiring requirement, sourcing the candidate to employee separation, and application of Compensation and Benefits roles and responsibilities, in various areas of employee lifecycle management.
- **Employee Engagement** – Developed an onboarding program to give an exceptional onboarding experience to the new joiners, drafting a well designed probation period training and learning plan & Daily task Schedule, with objectives & monthly assessments. Implemented a 6 month to one year program for fully engaging and unleashing the optimum potential of the employees. Working with HODs to draft 3 to 5 year plans. Coordinating and delegating the events and gatherings, Staff Parties, Cricket & Football, sports events, outdoor activities, employee monthly birthday celebrations, Staff farewell events, various medical camps, etc.
- **Worklife Balance** – Experience in handling the non-monetary rewards and benefits initiatives to improve the work environment and work culture within the organisation. Conducting indepth survey, investigations and scientific studies to introduce the innovative programs to enhance the employee satisfaction and periodically reviewing and auditing the results of the initiatives in line with business strategies and objectives.
- **KPIs & KRAs** – Deriving the key result areas and performance indicators for all job positions from their JDs, and drafting the descriptors & defining the weightage factors; analysing the weightages and ratings of the outcome and comparing it with actual vs target.
- **Performance Management** – Introduced an employee performance evaluation system in the organization, with a scorecard to rate the skills and assess the performance of the employee, it has considerably improved the productivity of departments and business units.
- **Surveys** – Liasing with various external sources, consultants and conducting the surveys and studies to review and implement new reward and engagement programs.

Considering my track record in overcoming complex challenges and making high stake decisions using experience-backed judgment, strong work ethics, and integrity, I see significant opportunities in aligning myself with your organization.

I appreciate your efforts in taking the time to review my credentials and experience.

Looking forward to a positive response from your end.

Sincerely,

BLASSON VARGHESE KURIAN
SENIOR SPECIALIST – COMPENSATION AND BENEFITS
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Enclosure: Resume