

BLASSON VARGHESE KURIAN

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| COMPENSATION & BENEFITS – SENIOR SPECIALIST |
| MBA (HUMAN RESOURCE & MARKETING) | BACHELOR OF COMMERCE |

Compensation and Benefits Professional proficient in HR analytics, experienced in leading various compensation and benefits initiatives and HR programs, implementing the right reward schemes and systems for the organization, in the pursuit of realizing the business objectives and bottom line, across multiple industries and geographies; building and motivating large and multi-cultural teams, that well exceed corporate expectation.

CORE COMPETENCIES

Payroll Management	Compensation & Benefits Budgeting	HR Analytics	Trend Analysis	
Labor Market Survey	Salary Benchmarking	Regression Analysis	Employee Retention	
Job Analysis	Job Evaluation	Job Grading	Pay Structure & Job hierarchy	Pay Equity
Training & Development	Succession Planning	Employee Life Cycle Management		
Compensation Philosophy & Policies	Key Performance Indicators	Work Life Balance		
Incentives and Bonus Schemes	Performance Management	Employee Engagement		

IT SKILLS & PROFICIENCY:

| POWER BI | MS EXCEL | VISIO |
| POWERPOINT | OFFICE 365 |

PROFILE SUMMARY

Result-driven professional with over 11 years of organizational experience in Compensation and Benefits Management and Human Resource Management, with a key focus on building the best compensation, benefits and reward schemes and systems for the organization, ensuring right investment and resource allocation to the employees to maximize the business revenue and the bottom-line.

ACHIEVEMENTS

- 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.



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WORK EXPERIENCE

MOHAMMED HASAN ALMAHROOS BSC, BAHRAIN
SENIOR SPECIALIST - COMPENSATION & BENEFITS
Since 30th of August 2012

Key Roles and Responsibilities:

Compensation and Benefits:

- Conducting job analysis for preparing job descriptions and initiating the job evaluation process.
- Reviewing and aligning the JDs with the corporate vision and objectives.
- Conducting job evaluations based on the compensable factors and preparing the grades structures.
- Drafting KPIs, KRAs from the JDs & periodically reviewing the same.
- Conducting regression analysis for pay grade review and correction to understand the pay compression and internal pay equity standards.
- Collecting the salary and market survey reports to analyse external pay equity and maintaining competitive salary structure.
- Preparing various analytical reports, matrices, summaries, and advice the management for necessary actions & decisions.
- Creating a competency mapping profile for various positions.
- Creating bonus structure and disbursing as per schedules
- Creating incentive schemes & strategies and evaluating the eligibility factors and criteria to initiate disbursement.
- Budgeting and negotiating the medical and health insurance plans and schemes, reviewing the employee feedback and satisfaction.

Payroll Finalization and Management:

- Monthly Payroll (end to end) Finalization for Branches in Bahrain, KSA, and UAE, for a workforce strength of 450 employees.
- Preparing various monthly payroll reports to analyse and study the overheads and cost impact and provide relevant recommendations for optimum utilization of resources.
- Conducting the monthly payroll audits.
- Staff Annual Leave Management
- Staff Time and Attendance Management
- Staff Loan and monthly deduction management & audit reports.

Strategic Business Partner:

- Active contributor in forming the 16 business units and 8 service units.
- Played a pivotal role in the development of new after sales showroom unit.
- Implementing new policies and procedures to align the business operations in line with vision and corporate objectives.
- Crucial role in setting up a new Business & Service unit - Industrial Engines – Deutz brand, for the branches in Bahrain, KSA (Dammam, Riyadh & Jeddah), and JAFZA in UAE, for a total count of 35 positions, in Sales, after-sales & services, in compliance to the regional labor law & regulations and preparing manpower budgeting, CTC & compensation framework as per to the market standards.
- Developing the departmental objectives, functions, strategies, authority matrix, competency mapping, Job analysis, JD drafting, conducting Job evaluation, KPIs, KRAs, grading and preparing the pay structure,

preparing the bandwidth for merit increase and tenure plan, performance management and assessment plans for the new departments & branches.

Performance Management:

- Introduced Employee Performance Assessment method.
- Communication and trainings are conducted to the HODs and supervisors and employees on the assessment techniques, deliverables, performance indicators, factors and ratings & the importance of optimum productivity and performance.
- Based on the respective schedules for each department assessment and evaluations are conducted, based on the KPIs other factors three months prior to the end of the financial year to facilitate the increments disbursement.
- Implemented new Learning and Orientation courses and evaluation techniques for the new hires.
- Monthly Performance Evaluations and Appraisals will be conducted with line managers, during their initial 3-month probationary period to improve the quality and productivity through on-job learning programs.

Onboarding:

- Led the initiatives with an objective to considerably reduce the probation period terminations and early turnover.
- Working with the onboarding team to deliver quality and exceptional onboarding experience to the new hires to ensure a proper welcome and engagement to make a best impression on the organisation, replacing the conventional methods.
- Performing the Staff Compensation/Benefits Orientation Programs on the Compensation and Benefits package for the new hires and staff.
- Holding additional sessions with new hire and respective HODs, to provide clarity on opportunities on Career Progression, effective utilization of probation period training and development, learning programs and assessment & probation period performance evaluation methods, expectations, objectives, areas to perform.
- Assessing the quality of training programs and adequacy of knowledge sharing methods & seeking actions rectify the gaps.
- Probationary period performance evaluation and post probation increment formalities.
- Further training schedules and plans will be discussed ensuring the optimum productivity and engagement, reducing wastage of resources.

Talent Retention Procedures:

- Led the talent retention strategies by negotiating and addressing the underlying issues & resolving the conflicts.
- Maintaining the key talent job position and competency profile.
- Initiating the ad-hoc sessions with the employee and hods and find out the reasons for his decision and intimating the management with treats and proposals to review the pay based on the grade system if required to retain the candidate.
- Action to resolve any conflicts.
- Identify the issues related to motivation, work environment, work culture, and take initiative to understand the veracity of the problems highlighted and take measures to tackle it.

Off-Boarding:

- Conducting an extensive exit interview program & collecting all relevant details, for future reference, action, and improvement.
- Briefing the employee on the entire exit formalities and making the employee comfortable with the process and procedure
- Running the clearance formalities with respective department and other departments.
- Guiding the department in preparing a duty handover schedule
- Guiding the employee in preparing a duty handover note

- Conducting handover sessions and meetings for critical positions.
- Making interim changes in reporting and approval matrix within the department and making necessary communications
- Managing the End to End Off-boarding activities of the employee, preparing ESB & Indemnity settlements.
- Communicating with the bank & staff on the settlement release
- Communicating the official employee separation notice
- Communicating with external stakeholders for relevant titles.
- Preparing the replacement hiring requirements, skills, competencies, compensation & budget requisites, with the HODs.

Budgeting:

- Liaising with Hods & department heads for preparing a detailed Manpower Forecast and CTC (Cost to Company) and ECR (Employee Cost to Revenue) forecast to frame the budget and cost provision.
- Preparing the Recruitment Budget Plan, for each department and locking the hiring plan and budget allocation, to avoid all ad-hoc hiring and cost.
- Liaising with department Hods in analysing the training need analysis, allocating the budget provision for each departments & divisions based on the type and requirement of training programs.
- Drafting the Merit Increase Budget for annual increments and promotion.

Work-Life-Balance:

- Worked with the committee in implementing the 5-day week, from 6-day work week, by adding weekend off on Saturday for employees along with the Fridays.
- Driving the Work-Life Balance initiatives in the organization. Reduced the staff working hours to 9 hours per day from 10 hours and successfully ensured the department's performance and productivity is not affected, by conducting a series of performance evaluations.
- Conducting a details study & survey to review the progress and improvement in terms of revenue and cost optimization & employee satisfaction level.

Declaration: *All details that I have stated above, is true to my belief and understanding.*

Blasson Varghese
