

ASHNASUDHEER

Human Resource Consultant

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PROFESSIONAL SUMMARY

Motivated and results-driven HR professional with over 3.11 years of experience in people leadership, recruitment, and HR administration across India and the UAE. I excel in attracting top talent and providing management with knowledgeable personnel assistance. My ability to create enthusiastic and committed teams drives corporate success and ensures effective people management. Proven track record in optimizing recruitment processes, improving employee retention, and implementing HR policies that enhance workplace productivity and compliance.

EXPERIENCE

Human Resource Consultant

World Shading | Bahrain | May 2025 – Present

- Manage end-to-end HR functions including recruitment, onboarding, employee relations, and offboarding.
- Draft and review employment contracts ensuring alignment with Bahrain Labour Law and company policies.
- Handle employee concerns, disciplinary actions, and grievance procedures in a fair and professional manner.
- Ensure all HR practices and procedures comply with Bahrain Labour Law and relevant regulations.
- Liaise with government authorities such as LMRA, GOSI, and Tamkeen for visa processing, contract approvals, and other legal requirements.
- Support monthly payroll processing by tracking attendance, managing leave records, and processing end-of-service benefits.
- Provide guidance and support to management and employees on HR-related matters, legal updates, and compliance issues.

HR Operations Executive

Finemake Interiors | Bangalore, Karnataka | November 2024 – April 2025

- Spearheaded full-cycle recruitment efforts, reducing time-to-hire by 60% and improving candidate quality by implementing targeted sourcing strategies.
- Led the development and implementation of employee engagement initiatives, resulting in a 20% improvement in employee satisfaction as measured by annual surveys.
- Supervised employee relations matters, talent management, providing guidance on conflict resolution, and handling grievances and disciplinary actions in accordance with company policies.
- Oversaw the administration of performance management programs and workforce planning, including setting goals, conducting evaluations, and providing constructive feedback to managers and employees.
- Ensured compliance with federal, state, and local employment laws, including maintaining accurate employee records and conducting periodic audits.
- Managed payroll processing for 160+ employees, ensuring accurate and timely disbursements in compliance with company policies and legal requirements.

HR Executive

Plumeria Movies | Ernakulam, Kerala | 2021–2024

- Administered end-to-end recruitment for 8 positions per quarter, maintaining a 70% success rate in meeting staffing goals.
- Managed projects, overseeing recruitment and administration, while updating ILOE documentation to comply with UAE Labor Laws.

- Coordinated new hire on-boarding and orientation, ensuring all necessary documentation was completed in compliance with legal requirements.
- Supported HR leadership in implementing HRIS systems, payroll management, Succession planning and integrated performance metrics for continuous improvement.
- Assisted in the creation and implementation of compensation and benefits packages, contributing to a 10% reduction in turnover rates.
- Delivered training sessions on company policies, employee conduct, and compliance regulations for new hires and management teams.

EDUCATION

Master of Business Administration (MBA) in HR & IT

Albertian Institute of Management,
Mahatma Gandhi University | Ernakulam, Kerala, India | 2019-2021

Bachelor of Management Studies (BMS) in International Business

St. Teresa's College,
Mahatma Gandhi University | Ernakulam, Kerala, India | 2016-2019

CERTIFICATIONS

- Diploma in Human Resource Management | Alison | 2019
- The Fundamentals of Digital Marketing | Google | 2019
- Finance and Stock Market | MyCaptian - IIT Climber | 2018
- Certification on Learning LinkedIn Recruiter (Training) | LinkedIn | 2024

INTERNSHIP EXPERIENCE

HR Intern

Trident Cochin | 2018

- Supported the HR department in organizing employee events and welfare initiatives.
- Facilitated cross-departmental communication and addressed employee grievances.
- Managed records of employee rewards, recognitions, and feedback.
- Supported in updating the employee database and performing various HR functions.

Management Intern

SteelMax Alloys, Palakkad | 2020

- Conducted an organizational study to evaluate internal processes and structures.
- Coordinated with various departments and the management hierarchy to ensure smooth operations.
- Maintained the employee database and supported HR processes related to employee welfare.

CORE COMPETENCIES

- Talent Acquisition & Recruitment
- Employee Relations & Conflict Resolution
- HR Policies & Compliance
- Performance Management
- Training & Development
- Employee Engagement & Retention
- Organizational Development
- Compensation & Benefits
- Onboarding & Offboarding
- HR Metrics & Reporting

TECHNICAL SKILLS

- HRIS, Project Management Software (Zoho), ERPNext, EASE
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), WPS
- Communication Tools (Meet, Zoom, Teams)