

RAKESH MUNDARI

PROFESSIONAL SUMMARY

Organized Assistant Human Resources Manager with 11 years of progressive Human Resources experience in multi-faceted business environments. Proficient in HRIMS software (RAMCO, Civilsoft, PepoleSoft). Skilled at streamlining processes and documentation. Areas of expertise includes Budgeting & Financial planning (working with Hyperion), HRIMS, Human Resources Administration, Remuneration & Benefits, Payroll Processing, Recruitment & Onboarding, Employee Relation, Employee Marketing, Government Relation (New Visa, Renewal & Cancellation) processes and Employee Residence. Adept at learning new industry laws and standards, as well as incorporating relevant best practices into new planning and coordination. Detail-oriented with excellent analytical skills, experience with Time management & Organizational skills, Quality assurance and Training experience.

SKILLS

- Supervisory or leadership
- Financial planning and Budget management
- Ability to motivate people and delegate tasks
- Project management
- In-depth knowledge of HR Compliance
- Organizational skills
- Managing multiple projects
- Time Management
- Databases Management
- Mentoring
- Driving continuous improvement
- Problems solving
- Knowledgeable in HRIM Systems
- SharePoint Intranet software
- MS Office proficient
- Filing and data archiving
- Records maintenance
- New employee orientations
- Sense of urgency with positive "can-do" attitude
- Statistical reporting
- Data analysis
- Audit preparation and reporting
- Detail-oriented
- Superb interpersonal skills
- Enthusiastic and energetic
- Payroll processing
- Benefits and compensation
- Performance management
- Termination procedures
- Effective communication
- Employee coaching
- Flexibility and adaptability
- Ability to work under pressure
- Team building
- Excellent customer service
- IT skills and familiarity with Civilsoft and RAMCO databases



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<https://www.linkedin.com/in/rakesh-mundari-52294614/>



+973-66720036



Flat # 25, Building # 2381,
Road # 3643, Block # 0436 Al Sheef
Area – Capital Governorate, Bahrain

CURRENT POSITION:



*Assistant Human Resources Manager
Seef, Bahrain | October 2017 – Current*

- Managing overall Human Resources functions, including Budgeting and Forecast meetings with all departments.
- Serve as a link between management and employees by handling questions, interpreting and administering contract renewals and helping resolve work related issues to foster positive environment.
- Ensure that all the departments are in line with as per the Budgeted headcount.
- Review and streamline Human Resources processes to improve and ensure efficient delivery of Management information and services.
- Responsible for the smooth and efficient running of the Human Resources Department and payroll cost saving of the company.
- Provide statistical and critical review of Human Resources metrics i.e. turnover, exit interviews and corrective coaching etc.
- Closely monitoring employment/residency visas, renewals, and cancellation and their cost.
- Monitor the Human Resources/Payroll software – Civil Soft, and coordinate with vendors to drive changes that will enable the system to be run more effectively and efficiently.
- Ensure that all reports and statistics related to HR Metrics is correctly maintained and reported to the corporate office with accuracy and in a timely manner.
- Monitor the EOS administrative procedure, inclusive of return flight ticketing, visa status change confirmation.
- Represent Human Resources and Presentation for New Colleagues.
- Preparing and uploading the required monthly report by Head office.
- Attend Ex-com meetings, daily briefings and all other related meetings and represent the department.
- Continuously maintains the living standards of the colleague residences in terms of cost savings, maintaining facility equipment, ensuring discipline, and providing good resting and recreation facilities for colleagues.
- Organizes team recreational activities.
- Ensuring that all new colleague have the smooth arrival experience.
- Ensure that all colleagues data has updated in HRIMS and their respective files.

WORK HISTORY:



*Assistant Manager, Colleague Accommodation
Seef, Bahrain | October 2017 – Current*

- Ensures that colleague residences, public areas and perimeters are kept neat & clean.
- Ensures all notice boards within the colleague residences are maintained to an acceptable standard.
- Liaises with the respective departments regarding any maintenance within the colleague residences on a daily basis.
- Ensures that reasonable accommodation requests from colleagues are followed up on.
- Ensures that materials and equipment needed in the operation of the colleague residences, colleague restaurant, and recreation facilities are available and in good work condition.
- Carries out daily inspection of all public area facilities ensuring that cleaning and maintenance work is executed accordingly.
- Organizes team recreational activities in coordination with the Human Resources Manager/Director.
- Carries out regular inspections of colleague rooms in coordination with Security to ensure constant cleanliness and proper upkeep by colleagues, as well as to retrieve Resort equipment/property.
- Coordinates with the Security department regarding the security and safety of accommodation facilities and colleagues, emergency cases that involve accidents, theft and employee misunderstandings.
- Ensures that outsiders and non-employees do not enter the colleague residences without proper authorization and identification.
- Manages the room allocations according to the arrival and departure list on a daily basis.
- Ensures that all welcome home pack and arrival rooms are prepared for new colleagues joining and that all standards are met.
- Oversees ordering of weekly chemicals and cleaning products if applicable.
- Assists in the production of the colleague newsletter.
- Maintains files and records of colleague accommodation and activities.
- Carries out any other reasonable duties and responsibilities as assigned by Management.
- Attends training courses when required to do so.
- Assists with any Human Resources related duties as and when required by Management.
- Attends Human Resources monthly meetings, daily briefings and all other related meetings.
- Manages the rostering, time and attendance of all colleague residences.
- Ensures that duties are allocated on a daily basis to the colleague residences team members.

- Conducts monthly departmental meetings with the colleague residences team members.
- Conducts performance evaluations of colleague residences team members
- Checks colleague residences water and electricity monthly consumption, and makes progress report and suggestions to Director, Human Resources and Engineering department
- Prepares the following reports:
 - Monthly colleague residences headcount by Nationality, Level & Gender.
 - Monthly room allocation status.
 - Monthly inventory of linen and equipment.
- Requisitions for repairs and/or additional purchases.
- Ensures that Resort and statutory hygiene standards are maintained in all areas.
- Maintains a satisfactory conduct of health and safety, fire and emergency procedures.
- Attends all FSA and HACCP meetings and ensures that FSA and HACCP standards are met and maintained.
- Maintains a high standard of appearance and personal hygiene as per the grooming standards.
- Adheres to rules and regulations as per employee handbook, departmental and resort policies and standards.
- Ensures all activities are carried out honestly, ethically and within the parameters of the Bahrain Law.



*Human Resources Administrator-(HRIMS)
Administration, Payroll, Leave Management,
T&A Dubai, UAE | March 2013 – October 2017*

- Assist the Human Resources Manager in the smooth and efficient running of the Human Resources Department, ensuring that all the policies and procedures outlined in the Departmental Operations Manual are strictly adhered to the organization.
- Provide guidance to the management and to the colleagues in the interpretation of UAE labor law and HR Policy.
- Provide support to the management to complete job descriptions that related to specifically to the requirements of the role.
- Ensure all roles have completed and evaluated with job descriptions reviewed and evaluated accordingly.
- Ensure all departmental and divisional organization charts are aligned to the business and approved. Advise HR Services ensuring that HRMS System (Ramco) reporting lines are updated regularly.
- Direct contact with the colleagues at various levels in non-HR departments.
- Maintaining employee data in HRMS system (Ramco), as well as responsible for entering new employee records in HRMS (Ramco).

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- HR Induction Presentation for New Colleagues
 - Develop and maintain confidential departmental employee files, documents and database.
 - Handle confidential matters/ information with the appropriate level of sensitivity.
 - Processing employment visa, medical & residence visa for all new joiners.
 - Responsible for Dependents visa processing (New & Renewal).
 - Responsible for processing new joiners Emirates ID card.
 - Responsible for renewing residence visa & Emirates ID card before it expires to avoid fine.
 - Liaising with Ramco technical support team to resolve Ramco technical issues and customizing the RAMCO system as per the company requirement.
 - Managed all aspects of leave administration, including employee notifications and vendor management, disability programs and health benefits.
 - Developed and enforced company policy and procedures relating to all phases of human resources activity.
 - Shadowed employees to determine an accurate description of the duties and skills required for each position.
 - Updated key human resource metrics, including turnover and terminations, using reporting tools on the HRIMS database.
 - Audited workplace, employee and management policies and procedures.
 - Developed and facilitated all new-hire orientations.
 - Developed company personnel policies, standard operating procedures and employee handbooks.
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*Human Resources Clerk-(HRIMS)
Dubai, UAE | March 2010 – February 2013*

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- Handled understaffing, disputes, terminating employees and administering disciplinary procedures.
 - Resolved employment-related disputes through proactive communication.
 - All type of leave details and their accrual calculation
 - Annual leave air ticket details and the accrual calculation
 - Responsible in maintaining of HR Info. system (Peoplesoft & Civilsoft)
 - Have a complete understanding of and adhere to the hotel's Ambassador Rules and Regulations.
 - Have knowledge of the UAE labor law.
 - Achieve maximum productivity through a well-organized and efficient running of the department.
 - Develop and maintain confidential departmental employee files, documents and database.
 - Coordinate employee recruitment process, as appropriate, ensuring search documentation is accurate, consistent and complete.
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- Prepare and complete the monthly Human Resources report and other statistical reports as required by the Director of Human Resources / Human Resources Manager.
 - Handling Time & Attendance software issues and assisting users with their daily quires.
 - Conducting Time & Attendance to the new users for the organization.
 - Monitoring time & attendance.
 - Responsible for reconciliation of Annual leave balance & annual leave ticket for the colleagues.
 - Responsible for track annual leave, ticket and sick leave accruals.
 - Preparing annual leave & ticket reports.
 - Resolving annual leave balance and annual leave ticket issues.
 - Preparing monthly reports.
 - Solving system issues.
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*F&B Associate - (In Room Dinning) Dubai,
UAE | August 2008 – March 2010*

- Assist assistant manager to ensure that all service standards in the section comply with the company SOP.
 - Placed food trays over food warmers for immediate service or stored them in refrigerated storage cabinets.
 - Reported to each shift on time and ready to work.
 - Prepared all food orders within a 2-3-minute time frame.
 - Verified that prepared food met all standards for quality and quantity.
 - Strictly followed all cash, security, inventory and labor policies and procedures.
 - Communicated openly and honestly with the management team during each shift to ensure it ran smoothly.
 - Diligently restocked work stations and display cases.
 - Immediately informed supervisors when supplies were low or if equipment was not functioning properly.
 - Greeted customers and provided excellent customer service.
 - Prepared a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.
 - Performed all position responsibilities accurately and in a timely manner.
 - Consistently provided friendly guest service and heartfelt hospitality.
 - Promptly and empathetically handled guest concerns and complaints.
 - Demonstrated integrity and honesty while interacting with guests, team members and managers.
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- Pleasantly and courteously interacted with customers.
 - Maintained high standards of customer service during high-volume, fast-paced operations.
 - Built loyal clientele through friendly interactions and consistent appreciation.
 - Cross-trained and coordinated scheduling with team members to ensure seamless service.
 - Handled currency and credit transactions quickly and accurately.
 - Followed food safety procedures according to company policies and health and sanitation regulations.
 - Reported to all shifts wearing a neat, clean and unwrinkled uniform.
 - Prepped items for later use to save staff time during busy hours.
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MGM BEACH RESORTS

Front Office Receptionist | Chennai, India | April 2008 - July 2008

- Escorted guests to their assigned rooms, including transporting their luggage.
 - Solicited feedback through questionnaires to evaluate levels of guest satisfaction.
 - Reviewed account information and charges with guests during check-out.
 - Resolved service-related problems in a timely manner.
 - Verified that personal and payment information on guest accounts was accurate and complete.
 - Updated team members about changes in hotel products, services, pricing and policies.
 - Greeted and welcomed all hotel guests with a smile.
 - Delivered messages, mail and packages left for guests and hotel facilities in a timely manner.
 - Handling guest complaints.
 - Prepared VVIP guest arrival list and arranging pickups.
 - Responsible for VVIP guest Check- In/Out.
 - Account settlement for checkout guests.
 - Responsible for Night Audit.
 - Handled Room reservation request and their quires.
 - Preparing Occupancy forecast reports.
 - Developed departmental objectives, work schedules, budgets and policies.
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PARK INN

Management Trainee | Jaipur, Rajasthan, India | December 2007 - April 2008

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EDUCATION

BACHLOR in Hotel Management

Institute of Hotel Management Kolkata, India.

Kolkata, India | 2007

GRADUATED in Hospitality and Hotel Administration

Indira Gandhi National Open University

New Delhi, India | 2007

POST GRADUATE DIPLOMA in Computer Application

Knowledge Info Tech, RITE Campus

Rourkela, Orissa, India | 2006

INTERESTS

Listening to Music & Travelling

LANGUAGES

English, Hindi, Bengali, Oriya

ACCOMPLISHMENTS

- *Human Recourses*

Increase department productivity by achieving departmental KPIs and Hotel's Balance Score Card.

PERSONAL INFORMATION

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| Date of Birth | : | 21 st Dec. 1981 |
| Gender | : | Male |
| Marital Status | : | Married |
| Nationality | : | Indian |
| Passport # | : | R7668049 |
| Relocation | : | Willingness to relocate both domestic and international |

PERSONAL PROFILE

I am honest, patience, initiative, punctual and understanding individual with a professional attitude. An effective and motivating team player with excellent interpersonal skills and the ability to coordinate and solve the problem of all levels of an organization and to adapt myself in any situation for accepting new challenges.

I hereby declare that all the information provided here is correct to the best of my knowledge.

RAKESH MUNDARI

Place:
