

Presley Anthony Rebello, BCOM, MBA (HR), PHRi, CHRMP

HR Shared Services / Recruitment Manager/ HR Manager



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“ No employee is useless, they are just used less ”

ABOUT ME

Result Driven Goal Oriented Human Resource Professional Skilled in Strategic and operational planning to establish model performance expectations, manage unforeseen changes and transition, improve the workforce environment, enhance staff diversity and morale, and amplify achievement of the organization's overall mission.

Innovative designer of organizational and staffing strategies to include succession planning , developing and implementing programs and processes that improve recruitment and retention of top talent

Proactive problem solver, communicator and people manager skilled in improving compliance and reducing risk, creating performance management initiatives, and identifying “person for the right job”

STRATEGIC ACHIEVEMENTS

Almoayyed International Group (Computerworld W.L.L)

Established full cycle HR Functions for the organization including recruitment. Succession planning, training and development programs and strategies to attract retain and develop the top talent.

- Coordinated recruitment strategy that increased candidate pipeline by 50 % within 3 months.
- Slashed Staffing costs by 12-15 % annually through targeted recruitment strategy.
- Developed and analyzed series of HR metrics reports providing vital information to senior management.

Khalid Almoayed & Sons Group

Responsible for Handling HR Operations & Strategy for 5 different divisions. Developed and instituted policies, procedures and SOP's that enhanced achievement of the operational and HR mission, including design of various marketing materials to announce employee welfare plans.

- Coordinated series of professional development sessions that increased the educational, social and cultural development of participants.
 - Supported creation of employee manual covering various HR issues such as disciplinary process, code of conduct, policies, processes and benefits information.
 - Encouraged fulfillment of Corporate Social Responsibility by participating in various charity and social events and sponsoring charity organizations
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- Winner of Mark of Excellence award under “HR Rising Star Category at HR Awards & Expo 2017,
 - Dubai Winner of Employee of the year Award 2018



Group HR Manager—June 2018- present **Ali Abduljalil Group & Sons BSC.**

Responsible for Handling HR Operations & Strategy for 5 different divisions.

1. Turk Heavy Transport
 2. Turk Mechanical Industries
 3. Power Generation Projects (PGP)
 4. Turk Industrial Products
 5. Turk Properties
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
 - Bridge management and employee relations by addressing demands, grievances or other issues
 - Manage the recruitment and selection process
 - Support current and future business needs through the development, engagement, motivation and preservation of human capital
 - Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
 - Nurture a positive working environment
 - Oversee and manage a performance appraisal system that drives high performance
 - Maintain pay plan and benefits program
 - Assess training needs to apply and monitor training programs
 - Report to management and provide decision support through HR metrics
 - Ensure legal compliance throughout human resource management

Asst. HR Manager – May 2017- September 2018 **Almoayed International Group W.L.L (Computerworld W.L.L)- Microsoft Country Partner**

- Responsible for candidate sourcing, interview scheduling, salary negotiation, offer extension to onboarding new employees.
- Identify suitable candidates within the approved budget for all critical & non critical position as on when needed.
- Maintain adequate pipeline of candidates for critical position within the IT Industry
- Organize campus recruitment and various other recruitment drives
- Conduct Exit Interviews within the Turnaround Time
- Maintaining of Employee Personal Files and updating the employee's information in the ERP systems.
- Review and update HR guidelines and procedures in the ISO manual as on when required.
- Manage employee conflicts, issues and grievances and act as an employee mediator.
- To function as the SPOC for the line managers on HR Operational issues and assure that SOP's are followed
- Identify training needs as a result of the feedback shared during employee one to one meetings

HR Executive - May 2015- May 2017 **Khalid Almoayed & Sons – Bahrain & Saudi Arabia**

Responsible for Handling HR Operations & Strategy for 5 different divisions.

1. KAS- Corporate division
2. iMachines- Apple Premium Reseller & Service Provider (IT)
3. Wheels of Arabia- Authorized distributor of Vespa, Ducati, Aprilia, Motoguzzi, etc;(RETAIL)
4. MTC- Travel & Tourism
5. Future Foods- Authorized distributor of Illy Coffee and machines (FMCG)
 - Conducting recruitment interviews and providing the necessary inputs during the hiring process
 - Working with recruitment agencies to source for candidates for specific job positions
 - Maintaining HR records, such as those related to compensation, health and medical insurance
 - Managing workplace safety issues

HR Executive- Jun 2011- Jul 2013**Exide Solutions, Goa, India**

- Handle all IT/ Technical Recruitment Activities
- Ascertain the Training Requirements
- Conducts Induction trainings & Soft Skills Trainings
- Handle Performance appraisals
- Employee Engagement & Employee Relations
- Screening of Candidates
- Preparation of various Job Description in accordance with the departmental heads
- Preparation of Employee Handbook

EDUCATION**MBA (HR) 2016- 2018**

Geneva Business School, Bahrain

BCOM (finance Management) 2011-2013

Goa University, India

High School (CBSE Board) 2007-2009

The Indian School, Bahrain

PROFESSIONAL CERTIFICATION**CIPD – HR Level 5 (diploma in Human Resource) – 2018-**

2019 Victory Training Institute

CHRMF (certified Human Resource Management Professional) - Advance Level – 2017- 2018

Ripples Learning Institute, Bangalore, India

PHRi (Professional Human Resource International) -

2018 Al Moalem Institute, Seef, Bahrain

Post Graduate Certificate in Human Resource Management –

2017-Geneva Business School, Seef, Bahrain

Diploma in Human Resource Management – 2017-2018

Allison Institute,

Advanced Diploma in Computer Applications – 2014

Digicom Institute, Marago, Goa, India

CISCO IT Essentials 1 & 2 - 2009

Indian School Bahrain

REFERENCES

References will be provided upon request.