

VISHNU RAJ

Flat No - 21
Building No - 1370,
Road 2727, Adliya
Block- 327
Ph: +973 38762988
Email: vishnuraj_s@yahoo.com



Personal Profile

Energetic Human Resource leader with proven ability to effectively manage and motivate global diverse team to deliver superior customer service experience.

Career Objective

To join a company that offers me an opportunity to build an engaging work culture and motivate the team to work towards a common objective.

Educational Training

- | | |
|--|--------------------|
| ➤ Master's Degree In Business Administration (MBA)
University of Sunderland, UK | 2009 - 2011 |
| ➤ Post Graduate Advanced Diploma In Management Studies
University of Sunderland, Edexcel BTEC UK | 2008 - 2009 |
| ➤ Bachelor's Degree In Commerce (B.com)
Chinmaya Vidya Peet Cochin, Mahatma Gandhi University, India | 2003 – 2006 |
| ➤ Class XII (CBSE, AISSCE)
Al-Ameen Public School, Cochin | 2003 |
| ➤ Class X (CBSE, AISSE)
Kendriya Vidyalaya, Newsprint Nagar, Kottayam | 2001 |

Experience Highlights

- Proven Team Management Skills in a Global Diverse Workforce
- Proven track record of achieving targets
- Proven experience in running Operations team
- Designing and driving customer experience & productivity improvement strategies
- Conducting Recruitments, Candidate Screening & Background checks
- Conducting Organizational Development Trainings & Inductions
- Conducting Performance Appraisals for Permanent & Contract Staff
- Conceptualized and successfully implemented Innovative Employee Motivation Strategies
- Awarded 'Best Employee Award' at Levy Compass Group Plc

Computer Skills

Operating Systems: Windows

Packages: MS Word, MS Excel, MS Power Point, MS Outlook

Professional Experience

Organization	Ramsis Engineering Co. W.L.L.	
Duration	From Date: June 2020	To Date: Present
Designation	Recruitment Officer	
Location	Alba, Bahrain	

- The identification of recruitment discrepancies.
- Responsible for the recruitment of direct and indirect manpower.
- Set the company's recruitment target and the reconciliation of numbers according to the top management's direction and on-going projects.
- Negotiating and finalizing agreements with employees.
- Interviewing direct and indirect prospective applicants and maintain specific quality standards
- Prepare, implement and assess manpower mobilization plan.
- Negotiating with department managers for employees' mobilizing as per managing director approval.
- Following up and alignment of recruitment budget with recruitment needs.
- Responsible for overseas recruitment trips, contacting several agents to meet recruitment targets.
- Facilitating human resources processes.
- Resolving benefits-related problems.
- Ensuring the effective utilization of plans related to HR programs and services.
- Administering health and welfare plans, including enrollments, changes, and terminations.
- Answering employee requests and questions.
- Assisting with new employee hiring processes.
- Reconciling benefits statements.
- Conducting audits of payroll, benefits, and other HR programs, and recommending corrective actions.
- Assisting with the performance review and termination processes.
- Assisting with the recruitment and interview processes.
- Ability to handle the LMRA portal.
- As a manpower coordinator liable to handle the day to day operational issues like shortage of workers on sites, uncertainty in delay of wages, leave related issues, accommodation issues etc.
- Successfully handling the mobilization and demobilization of employees for various projects like in BAPCO, Alba plotline 5, GAMA, AB pipeline.

Organization	Down Town Construction Co. W.L.L.
Duration	From Date: August 2017 To Date: December 2019
Designation	HR Officer cum Executive Secretary to Director
Location	Alba, Bahrain

- Planning and recruitment against vacancies.
- Placing request with Internal and External Recruitment agencies.
- Screening and short listing of resumes and arranging the interviews.
- Applying visa in LMRA and status check and advising for payment in coordination with the Finance team.
- Preparation of invoice for GOSI, LMRA, Electricity, Mobile and travel agencies.
- Coordinate the new employee's arrivals in the Airport.
- Preparation and Issuing of employment contracts.
- Making joining formalities.
- Preparation of leave and final settlements.
- Preparation of salary and experience certificates.
- Booking flight tickets for Management and employees.
- Assisting in opening bank accounts for new and existing employees.
- Maintaining of petty cash.
- Preparing deduction from salary for loans/ advances and extra mobile usage charges.
- Oversees the allocation of accommodation for new staff in coordination with the Accommodation, Property & Office maintenance department.
- Oversees the coordination with the Finance and Accounts department for the payment of advanced salaries for new staff.
- Manages the preparation of offer letters and employment letters for the approval of the Head of HR / Management.
- Maintaining proper track records of all agencies including Agreement renewal and review.
- Creating employee file as per Bahrain Labor Law.
- Such other related responsibilities as directed by the Director.

Organization	Almoayyed Contracting Group
Duration	From Date: September 2015 To Date: July 2017
Designation	HR Recruiter
Location	Khamiz, Bahrain

- Manpower budgeting and planning and recruitment against vacancies.
- Placing request with Internal and External Recruitment agencies.
- Screening and short listing of resumes and arranging the interviews.
- Applying visa in LMRA and status check and advising for payment in coordination with the Finance team.
- Coordinate the new employee's arrivals in the Airport.
- Preparation and Issuing of employment contracts.
- Weekly MIS Report to Assistant HR Manager (Recruitment).

- Identifying the requirements for recruitment for meeting Bahrainization percentages across all CRs.
- Oversees the allocation of accommodation for new staff in coordination with the Accommodation, Property & Office maintenance department.
- Oversees the coordination with the Finance and Accounts department for the payment of advanced salaries for new staff.
- Manages the preparation of offer letters and employment letters for the approval of the Head of HR / Management.
- Maintaining proper track records of all agencies including Agreement renewal and review.
- Creating employee file as per Bahrain Labor Law.
- Such other related responsibilities as directed by HR Manager.

Organization	Zyxware Technologies PVT LTD	
Duration	From Date: April 2014	To Date: September 2015
Designation	Executive HR	
Location	Trivandrum, Kerala, India	

- Involved in full recruiting life cycle & end to end recruitment.
- Organizing the interviews and induction programs.
- Day to day Attendance checking.
- Maintaining Leave Cards of On roll Employees.
- Checking & Maintaining of Overtime & late coming reports, Absenteeism Reports
- Preparing and rolling out the new policies.
- Owing the responsibility for the execution of the same.
- Identifying the training needs for teams, organizing internal training programs and getting feedback from employees.
- Taking awareness classes and Knowledge Transfer Sessions.
- Performance Management/ Appraisals:
- Planning and timely completion of the performance reviews.
- Distributing and documentation of annual appraisal letters in personal files of employees.
- Providing reports with analysis to the top management on Recruitment Status, Attrition Analysis, Overtime & late coming reports, Training Analysis and other reports (as per the Top Management requirement).
- Providing Induction the new joiners, over view the organization structure with PPT presentation.
- Conducting Exit interviews, Employee Final Settlements, relieving procedures and employee coordination.
- Handling administrative areas.
- Resolving employee grievances in a prompt manner and develop faith in employees towards the management.
- Addressing employee queries regarding payroll, Attendance, HR Policies, Leave Details, timesheets.

Organization	J. W. Marriott Group of Hotels UK	
Duration	From Date: September 2011	To Date: May 2013
Designation	HR & Administration	
Location	London, UK	

- Liaising with Department Heads and Managers for developing and implementing standard operating procedures (SOPs) around working conditions, performance management, equal opportunities, disciplinary procedures and absence management
- Collaborating with suppliers for staffing SLA adherence
- Ensuring adherence to labor rules, health & safety regulations and corporate policies
- Daily tracking of employee attendance and employee availability
- Developing job descriptions and person specifications
- Preparing job adverts, checking application forms, short-listing, interviewing and selecting candidates
- Liaising with managers in HR planning which consider immediate and long-term staff requirements
- Promoting equality and diversity as part of the culture of the organization
- Dealing with grievances and implementing disciplinary procedures
- Conducting One-to-One meetings with employees on regular basis
- Organizing Staff welfare programs
- Planning and conducting Induction training for new staff
- Conducting Trainings on Corporate policies and Health & Safety
- Analyzing training needs in conjunction with departmental managers
- Assisting Managers in understand corporate policies and working procedures
- Advising on pay and other remuneration issues, including promotion and benefits to Managers
- Undertaking regular salary reviews
- Negotiating with contract staff and their suppliers on issues relating to pay and conditions
- Administering payroll and maintaining employee records

Organization	Levy Compass Group Plc	
Duration	From Date: October 2008	To Date: May 2013
Part- time		From Date: September 2011
Designation	Retail Floor Manager	
Location	London, UK	

- Responsible for shift production goals
- Efficient Rota planning for Shift Management
- Coordinate pre & post event activities in O2 Arena & KIA Oval Cricket Stadium
- Arranging window display
- Convening team meeting
- Ensure compliance with standard operating procedures (SOPs) and Job Safety Analysis (JSAs)
- Delegating workload
- Publish daily audit record

- Part of recruitment team that conducts interviews for prospective candidates
- Stock to cash process improvements
- Ordering stock
- Inventory stocking strategies
- Ensuring stock rotation
- Floor lay out planning
- Supervising staff
- Employee Productivity Improvement initiatives – Reward & Recognition
- Assisting in operations
- Customer Experience Strategies – Win One Customer At A Time, Six Steps of Service

Organization	HDFC
Duration	From Date: January 2007 To Date: November 2007
Designation	Sales Executive, Personal Loans
Location	Cochin, Kerala, India

- Marketing of Personal Loan products
- Anchoring loan campaigns

Volunteering Experience

- **Retail Logistics Manager** for London **OLYMPICS 2012** Games with Compass Group in North Greenwich, UK
Duration: June 2012 – August 2012 (**Volunteering work**)

Personal Details

Date of Birth	08 th of January, 1986
Nationality	Indian
Driving License	Indian, British & Bahrain
Marital Status	Married
Multilingual	English, Hindi, Malayalam & Tamil

References Available Upon Request