

ANISH KURIAN

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SKILLS

- Human Resources Certification - PHRi
- Human Resources Certification - CIPD Level 7 - pursuing
- Administration and management skills
- Human resources policies
- Human resources procedures
- Human resources management
- General management and administration
- Human resources administration

EDUCATION

Kristu Jayanti College
(Autonomous)
Bengaluru, KA • 2005

Bachelor of Commerce: Accounting
And Business Management

CERTIFICATIONS

- PHRi

PROFESSIONAL SUMMARY

- Experienced Human Resources Practitioner with excellent experience in multiple industries.
- Excellent reputation for resolving problems, improving satisfaction, and driving overall operational improvements.
- Consistently saved costs while increasing profits.
- Multi-talented GHRO consistently rewarded for success in planning and operational improvements.
- Experience in policy development and staff management procedures positively impacting overall morale and productivity.

WORK HISTORY

Abdulla Yousif Fakhro Group - Group Human Resources And Administration Officer (GHRO)

Manama, Bahrain 01/2017 - Current

- Managed the Talent Acquisition process and ensured reduction in hiring costs by avoiding external recruitment support
- Conducted detailed background verification checks on shortlisted senior / middle management roles
- Responsible for discussing and negotiating remuneration and employment contract related matters with shortlisted candidates
- Initiated and conducted Goal Setting and Performance Evaluation Sessions for various Divisions in the Group
- Introduced an Employee Loyalty Card for Staff
- Integral member of the Group's decision making team tasked with setting up a Group Medical Insurance Policy
- Conducted Employee Wellness events like Health camps
- Conducted various Employee counselling sessions, Contract Termination discussions, Department closure and Staff Resignation meetings etc
- Responsible for streamlining the Government Liaisoning process. Ensured tasks were time bound and PRO staff were more accountable with the tasks they were entrusted with, ensuring a major reduction in mistakes due to negligence
- Maintained, Renewed and Edited Group' HR policy
- Conducted Staff Surveys and Recognition events to boost Staff Morale
- Developed relationships with Key Ministry personnel allowing smooth completion of otherwise difficult Government processes
- Managed a team comprising of 2 PROs and 1 Hr Assistant
- Reduced costs through effective utilization of Recruitment databases, Contract Management, Salary Negotiation etc

Ebrahim K. Kanoo B.S.C (c) - Executive HR, Workforce Planning And Development

Manama, Bahrain 09/2014 - 12/2016

- Prepare job descriptions for all the positions in the organization
- Manage the creation and updation of various operational HR forms
- Engaged in Salary Standardization for the entire organization.
- Administered the Performance Appraisal process and analysis of the Staff Performance Results

KPMG Fakhro - Senior Executive

Manama, Bahrain 01/2010 - 08/2014

- Provide resourcing solutions by driving the allocation of appropriate resources to the right work, including redeployment
- Collaborate with stakeholders to build a knowledge base of skill sets and career development needs, and identify skills shortages
- Reporting on engagement information including utilization and variance reports to ensure current and future resource plans are being executed
- Develop a resourcing contingency plan for pipeline engagements and identify and resolve resourcing conflicts by negotiating positive outcomes
- Debtor reports, monthly revenue reports and staff utilization and time variance reports, training attendance reports, etc. are generated, maintained and managed.
- Preparing winning proposals for the various audit teams and maintain records on the same.
- Key person in the transition process of the manual Revenue reporting system and Client data records to the network.
- Maintained accountability and credibility as Client data and revenue information was readily accessible.
- Ensured Record management was an up to date process within the department.
- Ensuring the company's regulations were complied with on all services provided.

Mannai Trading & Contracting SPC - Marketing Executive

Manama, Bahrain 01/2009 - 12/2009

- Marketed marble, granite, doors and waterproofing material
- Conducted winning presentations to senior technical management team, architects, specialists etc.
- Negotiating on price and timelines with suppliers, sub-contractors and client.
- Sourced materials from Australia, India for projects.
- Ensured every consultant and contractor were made knowledgeable on the company's products.
- Provided major entry points for the entire department at various clients to develop the individual sectors.
- Seek quotations from various sub-contractors for the various projects

Multiple - Multiple Jobs - Free Visa

Manama, Bahrain 01/2006 - 12/2008

- No Fixed Jobs for 2 years.
- Attempted to study ACCA, but withdrew after Paper 1.3

AFFILIATIONS

- Member, HRCI, 2014 to Current

INTERESTS

- Playing the electronic piano (keyboard)
- Reading
- Spiritual discussions