

SURIYA KINGSLEY DASS

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Professional Summary

With more than 7 years of experience in different HR functions, I have gained good hold of various aspects of HRM functions. I am looking for an opportunity to be a part of the challenging team wherein I shall be able to utilize my experience and skills thereby adding value to the organization's performance & growth.

Skills

- Recruitment & Training
- Compensation and Benefits
- Performance Management
- Employee Relations
- HR Policy Development
- Human Resource Management Systems

Work History

HR Executive, Oct 2014 to Present

ARJ Holding LLC – Dubai, UAE



- Expediting in sourcing the best talent from job portals, walk-in interviews, consultancies, employee referrals, and preparing job descriptions based on the job requirements.
- Accountable for screening the resumes, scheduling job interviews including telephonic interviews, informing & interacting with the candidates till the offer level & following up for closing the salary negotiations.
- Performing reference checks & facilitating the smooth onboarding process for newly joined employees.
- Maintains proper filling of Employee Personnel documents, and keeping the active employee database up to date.
- Coordinating training programs involving all activities like training need identification, classification of training & development needs, approval from the top management, designing of annual monthly training calendar, administering training program, evaluation of training effectiveness, etc.

- Involve in developing policies and procedures, personnel development, retention approaches, managerial support, and negotiations.
- Monitoring the compensation and benefits framework in line with changes to business needs and conducts periodical reviews to ensure its desired market competitiveness.
- Performance Management & Salary Re-Fitment: Conducting appraisal sessions, Scheduling the KRA setting, communication of the appraisal timelines, tracking the appraisals to closure, and adherence to deadlines with follow-ups as and when required.
- Coordinating with payroll department in terms of contract changes, salary structure, promotion, increment & other related data.
- Carrying out exit interviews for the employees leaving the organization and assisting them in clearance formalities.

HR Executive, Nov 2013 to July 2014



Kauvery Hospital - Cantonment – Trichy, Tamilnadu, India

- Assisted the training manager in the training content to revamp and conversion of training content to learning modules based on staff categories.
- Understand the business needs with regards to training needs, based on the previous quarter and impact of the training delivered.
- Delivered induction sessions to new employees.
- Developed reports for management related to L&D across the group.
- Created and maintained tracks for all relevant L&D activities.
- Facilitated company social events & employee welfare activities (long service awards, birthday celebrations, anniversary, etc.)
- Organized employee gatherings like annual day, New Year celebrations, picnic and other related activities throughout the year.

HR Assistant (Generalist), Dec 2011 to Oct 2013



Acoustics India Pvt. Ltd – Trichy, Tamilnadu, India

- Performed the HR Administration and a full spectrum of Payroll Processing.
- Checked newly joined Personal files in the pay system, ensure data's are created correctly.

- Maintain & update payroll records (allowances / deduction / overtime payment).
- Handled staff/worker resignation and termination.
- Assigned tasks with Project manpower planning, work progress and update managers as necessary.
- Review files, records, and other documents to obtain information and respond to requests.

Accomplishments

- Got Appreciation Letter for Timely Hiring in 2016.
- KPI Evaluation for Group of Companies in 2019.

Education

MBA: HR & Finance, 2011

J.J College of Engineering and Technology - Trichy, Tamilnadu, India

Bachelor of Science: Mathematics, 2009

St. Joseph's College - Trichy, Tamilnadu, India

Additional Information

- Microsoft Office proficiency
- Visa Status : Employment Visa (Valid till Oct 2022)
- UAE Driving License No : 63663668 (Valid till May 2027)

~References & verifying documentation furnished upon request~