



Manu Mon M

Human Resources Professional (MBA - HR)

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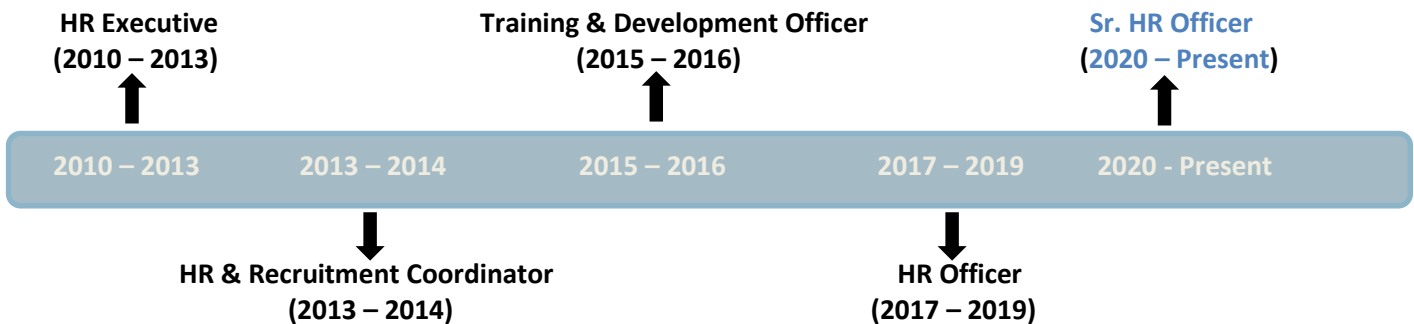
CAREER SUMMARY

A performance-driven **MBA HR** professional with **10+ years** of combined experience in the areas of **Human Resources** at **Manufacturing, Construction, and IT sector companies**. Experienced in Recruitment & Selection, Training & Development, Benefits/Compensation, Talent/Performance Management, Employee Relations, HR Policy, and Strategic Planning. Ability to have a good bonding with the employees to ensure positive employee relations with the company. **Well Versed in Qatar Labor Law**.

KEY HR SKILLS

Planning, Policies & Procedures' Implementation	Recruitment & Selection
Payroll Administration (WPS).	Training and Development
Organizational Management	Performance Management Systems
Compensation and Benefits	Employee Relations
Grievance Handling	Qatar Labor Law

CAREER TIMELINE



PROFESSIONAL EXPERIENCE

NAFFCO
Doha, Qatar.

SR. HR OFFICER



March 2013 – Present

Responsibilities:

- **Responsible for managing all HR operations and strategies within the company**
- Assisting in all kinds of HR activities such as recruitment, onboarding, Training, Performance Appraisals, payroll, leave schedules, grievance handling, employee relations, and other payments.
- Design, plan & implement HR policy and procedures, interpretation, & smooth execution by conducting awareness sessions and effective communication.
- Plans and forecasts the manpower needs in coordination with departments' Heads.
- Liaises with the approved recruitment agencies – local /overseas, to recruit personnel to fulfill the company's manpower requirement.
- Support end-to-end life cycle for employees from onboarding to offboarding.
- Raises HR-related issues with managers proactively and diplomatically, identifying practical solutions and appropriate action plans.
- Assess training needs and coordinate learning and development initiatives for all employees.
- Ensuring an adequate life cycle of the employees and focusing on people retention and Welfare.
- Develops and maintains periodic human resources reports for management, utilizing standard HR-related metrics.
- Measures employee retention and turnover rates.
- Dealing with employee complaints and Managing employees' grievances.
- Ensure proper maintenance of personnel files in line with HR policy.
- Designing HR'S respective Flow Charts and maintaining the Organization charts up to date.
- Dealing with general HR issues such as annual leave, bereavement, maternity, paternity, flexible working requests, timesheets, etc. on a daily basis
- Solving the queries of employees related to salary & reimbursement. Follow-ups with the employees for recoveries and processing of Expenses reimbursements of Employees.
- Assist in performance management and employee evaluation.
- Assist in the preparation of proposals for changes in the compensation and benefits structure based on the performance review.
- Conducts exit interviews, identifying trends and recommending actions to address concerns.
- Coordinating with the bank for various formalities related to employees and paycards.
- Coordination between Insurance department and Employees for Private insurance.
- Conduct periodic internal audits to ensure compliance with Qatar Labour Law & Supreme Committee guidelines.
- Overseeing the health and safety of all employees.
- Acting as the primary contact person for any Human Resources / Employment-related issues.

Responsibilities:

- **Responsible for providing overall HR support so that the company maximizes its employee productivity and well-being.**
- Reviewing resumes and applications, Conducting recruitment interviews, and providing the necessary inputs during the hiring process
- Assist in On-boarding and induction activities
- Maintaining employee files and HR records, such as those related to compensation, health, and medical insurance.
- Develop fair HR policies and ensure employees understand and comply with them
- Implementing and administering performance management processes as per the PMS policy and timelines
- Support employee engagement activities in the Company
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
- Recording, maintaining, and monitoring attendance to ensure employee punctuality
- Following up on all human resource calendar activities.
- Directing and implementing training programs.
- Dealing with employee complaints and grievances.
- Updating employee records with holiday requests, payroll changes, and any leave due to illness.
- Keeping bulletin boards up to date with current information.
- Handling new hire paperwork.

EDUCATION

- **Master of Business Administration (Human Resources) (2008-2010)**
MG University, Kerala, India
- **Bachelor of Computer Application (2005-2008)**
The Oxford College of Science, Bangalore University, India

TECHNICAL SKILLS

- HRMS applications (Oracle E-Business Suite)
- MS Office (Word, Excel, PowerPoint, Access, Outlook)