

Manimaran Narayanan

HR Business Partner

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Summary

A dynamic and result-focused Human Capital professional over **10** years of extensive experience in business partnering, manpower planning, recruitment, HR operations, HCM Systems, asset management and administrative functions. Outstanding record of achievement in partnering with business leaders to achieve organization goals and manage overall HR department. Broad experience across industries including **Construction & Contracting, Facilities Management, Properties Management, Process Outsourcing & Banking Operations** in the UAE and India.

Work experience

HR Business Partner

Nov 2020 - Till Date

[Al Sidra Middle East FM, Abu Dhabi- UAE](#)

- Overseeing and managing daily HR functions supporting 600+ employees and providing strategic & tactical support and direction to the business entity leadership on HR and business-related issues.
- Identified and analyzed the problems related to organizational structure, salary levels, classification, examining procedures, and other human resource related activities.
- Established solid working relationships with senior leaders and provided guidance related to: workforce planning; performance assessment, improvement and management; employee relations issues; and operational and personnel changes supporting organizational initiatives and activities.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Developed and evaluated the alternative methods for solving Human resource issues, prepared reports of findings and recommendations for solutions.
- Reviewed written classification specifications, analyzed duties and responsibilities for classification purposes, determined and recommended proper allocation of positions.
- Recruited, interviewed, tested, and selected employees to fill vacant positions.
- Managed all aspects of the payroll for 600+ employees to ensure that payroll transactions were accurate and in accordance with regulations, policies and procedures.
- Developed and revised forms. Gathered, tabulated and analyzed the salary and the benefit data required in maintenance or revision of the compensation plan.
- Create and run ad hoc HRIS reports to provide input for analysis, reporting, data integrity review, and correction.
- Responsible for evaluating, analyzing, supporting and maintaining the Human Resources Information Systems (ramco HCM).

Area of Expertise

- Cross-functional Experience in a broad range of HR & System functions including **Staffing, Talent management, Employee relations, Benefits and Compensation, Organizational development, Grievance handling, Manpower budgeting, Procurement, Logistics and Internal communications.**
- Expertise in **policies and procedure, HRIS systems design, recruiting and hiring practices, personnel development, retention approaches, legal compliance issues, labor relations and negotiations.**
- Ability to maintain databases, generate accurate reports and ensure that all documentation were aligned with **ISO 9001:2018** Standards.
- Hands-on experience in handling various software's as like **CAFM, Oracle CRM, FSI Concept evaluation, Ramco HCM, Microsoft GP** and advanced networking knowledge.
- Extensive Techno- Functional knowledge in HR (ramco) system design process **including Core HR, Payroll, Time & Attendance and ESS & MSS modules.**
- Proficiency in the Microsoft Office Suite of programs with strong Excel Skills.

HR Business Partner
HR Executive

Sep 2019 – Oct 2020
Oct 2018 – Aug 2019

Advanced Integrated Services (Bin Butti Group), Abu Dhabi- UAE

- Managing and overseeing the full range of HR & System functions, including talent acquisition & retention, compensation & benefits, performance management, training & development, visa processing, occupational health & safety, and employee relations adhering to Labor Law in turn with ISO 9001 & OHSAS.
- Partner and support in the analysis, planning, implementation and communications relating to organization design and changes. Ensure the structure designs enable business performance while mitigating risks.
- Conducted job evaluations and internal equity analyses for new and existing jobs; provided market data and recommended pay grades, ensuring department ladders were consistent and grades were appropriate.
- Work closely with management and employees to improve employee engagement, build morale, and increase productivity and retention.
- Manage and Sign off payroll for the whole group of companies, ensuring the employees understood the processes and systems which enable timely and accurate payment.
- Prioritize and manage expectations of the end user regarding system functionality and service delivered. Manage role security, system configuration, regular monitor system performance.
- Develop, test and implement new custom reports and periodically audit existing reports and managing the inventory of all reports and documenting relevance to system stakeholders.
- Administer & manage Ramco HCM system and provide the first level functional and technical support.

Administrator - HR & Operations
Help Desk In-charge

May 2016 – Sep 2018
Mar 2014 – Apr 2016

NBB Group (Bin Butti Group), Abu Dhabi- UAE

Process Advisor

Jan 2013 – Aug 2013

Barclays Shared Services, Chennai- India

Customer Relations Officer

Jan 2012 – Dec 2012

Hinduja Global Solutions, Chennai - India

Education

Bachelor of Technology

2007 -2011

Mohamed Sathak Engineering Collage

Training & certifications

HR Management & Analytics, Preparing to Manage Human Resources

Cisco Certified Network Associate (CCNA) # CSC012949723.

Internal Auditor, QMS Awareness & Supervising Others.

Skills

Business Acumen



Conflict Resolution



Data Analytics



Labor Laws



Organization Design



Strategic Thinking



System & Software



Personal Details

Date of Birth :21-Feb-1990

Nationality : Indian

Marital Status : Single

UAE Driving License

Languages

English, Tamil, Hindi, and
Malayalam

Volunteer Member

We are All Police, EXPO 2020,
Day4Dubai, Volunteers UAE, UN
Volunteers

Awards

"Employer Of Month & Year"

"Ambassador Award"

"Hi Flyer Award"

"Most recognized employee
award"