

SARWAT RASOOL

HR EXECUTIVE /GENERALIST

Self-motivated HR generalist with 8+ years of total experience in India and Iraq. Available locally on sponsor visa

EXPERIENCE

HR MANAGER

FEB, 2019 – Till Date

IRAQ DUTY FREE (FINANCIAL LINKS TRADING) – IRAQ, BAGHDAD

Financial Links currently operates airport duty free shops at Baghdad International terminals (arrivals and departures), Baghdad Domestic terminals (arrivals and departures), Basra airport (arrivals and departures) and 'Sulaimaniyah airport (departures).

Iraq Duty Free started its journey in 2004 when Financial Links entered into a contract with the Iraqi Civil Aviation Authority (ICAA).

Major accomplishments:

Recruitment:

- Worked on the software ERP for recruitment and selection.
- Updating the vacancy tracker weekly and sending the report to the Director HR.
- Writing Job Description and managing all job postings timely as per the vacancy requirement.
- Short listing resumes from job portals & coordinating with various consultancies for the smooth hiring of the candidates on time.
- Handling end to end recruitment for all division of businesses.

Joining & Induction:

- Responsible for completion of all the joining formalities entailing collection and getting verification complete before joining of the documents for the new employees. Getting all the forms filled for statutory requirement.

Updating and maintenance of employee's personnel file and updating the employee HR Master database

Compensation & Benefit:

- Providing input for the preparation of payroll for salary processing.
- Responsible for preparation of Bank advice for Salary transfer.
- Updating the Current Account and ensuring opening of the ERA (Employee Reimbursement Account) on time to avoid any delay of their expenses and reimbursement.
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Statutory Compliance:

- Responsible for all provident fund matters and smooth withdrawal and submission of the PF of the new joiners as well as old employees.
- Accountable for every query of the employee. Resolve all the problem related to the business.

HR Operation:



CONTACTS



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Dubai, United Arab Emirates

SKILLS

- Payroll
- Recruitment
- Microsoft Office
- Employee Engagement
- Administrative Tasks
- Conflict Resolution
- Negotiations
- Record Keeping
- Training and Development
- Compensation and Benefits
- Communication
- HR Operations
- Leadership
- Joining & Induction

LANGUAGES

English ★★★★★

Hindi ★★★★★

Arabic ★☆☆☆☆

PERSONAL DETAILS

Marital Status : Married

Passport Number : M4889930

Visa Status : Sponsor Visa

DOB : 5th Sept 1984

- Maintaining HR Master Database and another miscellaneous database.
- Maintenance of the Workbook for all HR letters related to transfer, manager change, division change, confirmation, promotion, and salary revision, address proof, etc.
- Updating New Joiners' master database on a monthly basis.
- Monitoring absconding cases and coordinating for the issuance of warning letter and termination letters for the same.
- Handling IJP for internal promotion.

Payroll: Preparing the Payroll of 200+ employees with complete posting in SAP.

HR ASSOCIATE

MARCH 2013- MAY 2017

BAXTER INDIA PVT LIMITES – INDIA, NEW DELHI

Baxter India is a wholly owned subsidiary of Baxter International Inc. USA (NYSE: BAX). Baxter India believes in engaging collaboratively with patients, healthcare providers, governments and non - government organizations to help change the lives of millions of people by providing safe, effective and affordable products and therapies. Baxter products are used to provide critical, lifesaving and life sustaining therapies.

Key Responsibilities:

Recruitment:

- Worked on the software Kenexa Brassring for recruitment and selection.
- Updating the vacancy tracker weekly and sending the report to the Director HR-Baxter (India).
- Writing Job Description and managing all job postings timely as per the vacancy requirement.
- Short listing resumes from job portals & coordinating with various consultancies for the smooth hiring of the candidates on time.
- Handling end to end recruitment for all division of businesses of Baxter.
- Uploading documents for the background verification for selected employees on our software.

Joining & Induction:

- Responsible for completion of all the joining formalities entailing collection and getting verification complete before joining of the documents for the new employees. Getting all the forms filled for statutory requirement.
- Updating and maintenance of employee's personnel file and updating the employee HR Master database.

Compensation & Benefit:

- Providing input for the preparation of payroll for salary processing.
- Responsible for preparation of Bank advice for Salary transfer.

- Updating the Current Account and ensuring opening of the ERA (Employee Reimbursement Account) on time to avoid any delay of their expenses and reimbursement.

Statutory Compliance:

- Responsible for all provident fund matters and smooth withdrawal and submission of the PF of the new joiners' as well as old employees.
- Accountable for every query of the employee. Resolve all the problem related to the business.

HR Operation:

- Maintaining HR Master Database and another miscellaneous database.
- Maintenance of the Workbook for all HR letters related to transfer, manager change, division change, confirmation, promotion, and salary revision, address proof, etc.
- Updating New Joinees master database on a monthly basis.
- Monitoring absconding cases and coordinating for the issuance of warning letter and termination letters for the same.
- Handling IJP for internal promotion.
- Performance appraisal
- Exit Management

HR OFFICER

JAN 2011- MAR 2013

NEWS POINT (ONLINE TV CHANNEL& DIGITAL MEDIA) – INDIA, NEW DELHI

News Point is founded on a vision, which seeks to be the most Creative media organization of the world. It is the India's leading global, 24-hour news network with its headquarters in Noida, National Capital Region of New Delhi, offering comprehensive news coverage, business, lifestyle and feature programming and documentaries to the worldwide news networks, which include News Channels, Print Media and Online web casts

Looking after the entire Human Resources department from **Recruitment, Joining & Induction, Compensation & Benefit, Statuary Compliance, HR Operation, Performance Appraisal, Employee Engagement and Exit Management.**

MANAGEMENT TRAINEE

(ZEE TV) - INDIA, NEW DELHI

APR 2009- MARCH 2010

In-depth interviews of employees of Dish TV call center for Customer care executives, Trainers, Team leaders and Quality Analysts, to understand the Training & Development policy & procedures at Dish TV, and learnt and participated in almost all the HR activities from the very basic and important areas like recruitment, handling portals. Induction, training, reasons for attrition, preparation of payroll, HRMIS entry, employee engagement programs, conducted exit interviews, learned to prepare relieving and experience letter, learnt to handled IJP's etc.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)

SPECIALISATION: HUMAN RESOURCE MANAGEMENT

INTERNATIONAL SCHOOL OF BUSINESS & MEDIA NOIDA – 2010

BACHELOR OF ARTS

SPECIALISATION: ENGLISH HONORS

PATNA UNIVERSITY- 2006

REFERENCE

Available upon request