



RANJU SAJI

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Dubai

HUMAN RESOURCES & ADMINISTRATION

Experience in the field of Human Resources & Administration for more than 09 years in the industry. Highly entrepreneurial and efficient at accomplishing the work entrusted whereby seeking to leverage my interpersonal skills to bring out the best of my abilities.

WORK EXPERIENCE

Sr. HR & Administration Officer | April 2010 – Jan 2021 **SPECON GROUP LLC, DUBAI, UAE**

- Plan develop and implement strategy for HR management and development including recruitment and selection policy practices, discipline, grievance, counseling, pay and conditions, contracts, training and development, succession Planning, morale and motivation, culture and attitude developments for employees.
- Extensive experience in the functions of the UAE Labor Law. Handling all Visa related issues and timely renewals of Employee visas and Passports.
- Conducted Job interviews, Recruitment process and ensured smooth hire of the best suitable candidates on board, leading on boarding training sessions in accordance with departmental requirements as well as conduct exit interviews.
- To take lead on the handling of complex or challenging employee relations issues.

HR Officer | Jan 2009 - Mar 2010 **AL MANAMA GROUP, AJMAN, UAE**

- Assisting HR Manager to create HR policies and procedures, recruit employees, create group benefits database and develop orientation, training and incentive programs, administered office day to day activities.
- Well versed with data handling of 1000+ employees through HRIS, visa processing and vacation arrangements.
- Coordinate and maintain attendance of employees and salary preparations, vehicle movements etc.

TOP SKILLS

- Employee Relations
- Recruitment
- Talent Management
- Performance Management
- Employee Engagement
- Compensation & Benefits

PERSONAL SKILLS

- Solution oriented
- Interpersonal Skills
- Good Time management
- Ability to work under pressure and Meet deadlines
- Proficient verbal and written communication skills

TECHNICAL SKILLS

- MS OFFICE
- MS OUTLOOK
- ERP SOFTWARE

EDUCATION

Master's in Business Administration (MBA): HR & Marketing
Affiliated to MG UNIVERSITY | 2006-2008 | Kerala, India

PERSONAL DETAILS

- Nationality: Indian
- Date of Birth: 15/12/1984
- Languages Known: English, Hindi, Malayalam, Tamil