



# RUKSAR RETIWALA

**Address** : 28/313, Discovery Gardens,  
Jebel Ali, Dubai  
**Phone** : 0545433607  
**Email** : retiwalaruksar@gmail.com  
**Visa Status** : Residence (Husband Sponsored)

## Summary

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Seeking position as a Human Resource Professional with room for career growth through effective communication and compliance understanding.

## Areas of Expertise

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- Talent acquisition
- Payroll
- Employee Relations
- Human Resource Information system (HRIS)
- Command over MS Office applications

## Experience

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### **Agroturf Landscaping & Gardening, Dubai**

#### **Assistant Manager, Human Resource – (March 2021 to Present)**

- Support the development and implementation of HR initiatives and systems
- Provide HR support and advice to employees and line managers, explaining policies and procedures in a timely and effective manner
- Formulation & Implementation of HR policies and procedures
- Enter data into the HR system so that accurate records are maintained,
- Provide data for and prepare management information reports on Manpower requirements, Exits and Salary disbursements
- Review employment and working conditions to ensure legal compliance
- Provide support in investigations for disciplinary and grievance procedures
- Work closely with the PRO and Government officials to get employee/ family visas etc

### **MTC ECOM Pvt Ltd, Mumbai.**

#### **Assistant Manager, Human Resource - (May 2018 to Oct 2018)**

- Independently handled the talent acquisition and recruitment process.
- Conducted employee onboarding and helped in organizing training & development initiatives
- Maintained employee files and records in electronic and paper form
- Assisted in development and implementation of human resource policies
- Administered employee compensation and benefits.
- Provided support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise

- Promoted HR programs to create an efficient and conflict-free workplace
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities

#### **Aasaanjobs Pvt. Ltd, Mumbai.**

##### **Sr. Executive, Human Resource - (May 2016 – Oct 2017)**

- Managed the complete PAN India recruitment life-cycle from sourcing, interviewing, salary negotiation to on-boarding new talent.
- Ensured all joining formalities are completed for new hires, conducting Induction and ensuring the new hires are aware of all policies, procedures of Aasaanjobs.
- Planned & deployed employee engagement initiatives & ensured its effectiveness.
- Handled grievances & complaints. Operated as a first point of contact for basic management of HR related queries & issues & coordinated with various dept. heads.
- Managed disbursement of multi-state payroll, including compliances, benefits and taxes.
- Communicate actively with Accounts to review cross-departmental impacts and reconcile data shared.
- Updated and maintained MIS (Management Information System) on daily basis
- Making sure hiring tracker, exit tracker, all employee related database is up to date
- Completion of all Exit formalities, Exit Interviews, presenting feedback & exit data to the Sr. Management.

## Education

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- Masters in Management Studies (Human Resource)(2014 – 2016)  
**Rizvi Institute of Management Research, Mumbai**
- Bachelor in Management (2010 – 2013)  
**L.S. Raheja College of Arts and Commerce, Mumbai**

## Personal Information

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Nationality : **Indian**

Marital Status : **Married**

Passport No : **S4064606**

Date of Birth: **20<sup>th</sup> Aug '92**

