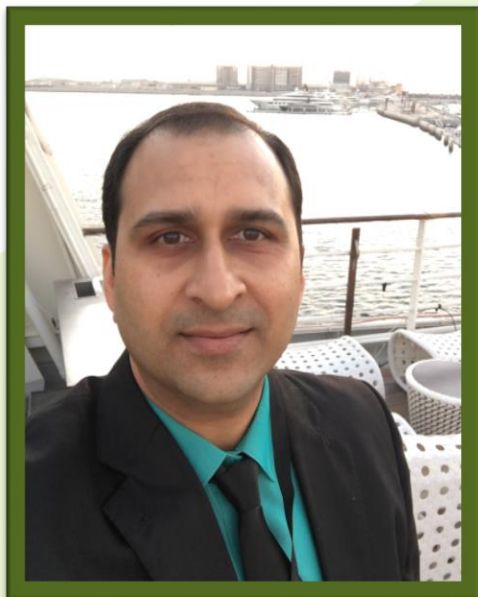


WORK EXPERIENCE



RALPH MENDONCA

HR BUSINESS PARTNER GULF & PAKISTAN

PROFILE

Forward-thinking individual with 16 years Middle East and India HR Experience with refined interpersonal and multitasking skills. Looking to join a progressive organization as a human resource specialist to provide high end support in the human resources department.

CONTACT

PHONE:
+971 50 5139873

LINKEDIN
www.linkedin.com/in/ralph-victor-mendonca-9b4b345

EMAIL:
mendoncaralph@yahoo.co.in

PERSONAL DETAIL

CIVIL STATUS : Married
DATE OF BIRTH : 04TH April 1982
NATIONALITY : Indian
DRIVER'S LICENSE: UAE & India
AVAILABILITY : Immediate

INTERTEK MIDDLE EAST - HR Business Partner – Gulf & Pakistan (Sharjah)

April 2019–November 2020

INTERTEK MIDDLE EAST – Junior HR Business Partner – Gulf & Pakistan (Dubai)

April 2018–April 2019

INTERTEK MIDDLE EAST - HR Generalist – Gulf & Pakistan (Dubai)

August 2014–March 2018

- Ensure all staff inductions (“Marhaba”) are completed including onboarding, residence visa applications, Medical insurance and Emirates ID cards.
- Responsible for complete recruitment cycle including sourcing of CV's, interviewing, reference & background checks.
- Adapt, consolidate and improve routine personnel administration to a service center response to fit with the activities across the geography.
- Maintain and update employee database on ESS – Wolke and Company Intranet, as applicable.
- Ensure compliance with HR Core Mandatory Controls.
- Maintain knowledge of and ensure compliance with employment-related laws and regulations within Gulf & Pakistan.
- Maintain all personnel files and other personnel records, and ensure Company is following all laws and regulations and demonstrates “best practices” regarding personnel information management.
- Tracking and data management of compensation and benefits process including but not limited to education assistance, company vehicle and flight allowances.
- Perform Exit Interviews for all voluntary separations and follow the regional leaver's procedure.
- Management of employee related issues and grievances.
- Provide monthly HR metrics and HR reports as defined by Regional HR Director.
- Provide input to the payroll team for monthly payroll processing.
- Prepare and update Org charts, Job Descriptions, Job analysis.
- Assist Regional HR Director in Talent Mapping, Internal & External Salary Benchmarking, Succession planning activities.
- Coordinate with Department Managers for Performance Management(10X Journey).
- Perform other duties as assigned by Regional HR Director or other senior management.

Admin Activities

- Management of medical and life insurance schemes for area of responsibility.
- Lease vehicle management.
- Company leased accommodation management.
- Employee Leave travel booking and leave management.
- Management of renewal process of MOL, JAFZA and Immigration documents.

SKILLS

- MS Office (Word, Excel, PowerPoint)
- Oracle HRMS
- Peoplesoft
- Oracle Fusion
- Wolke ESS

STRENGTHS

- Eloquent public speaker
- Conducted Employee Induction programs “Marhaba”, Town Halls & Employee Engagement programs (Wellness Day, Sports activities)

Seminars Attended

- 10X Energies
- Employee Engagement
- Intertek Ever Better

INTERNATIONAL INSPECTION SERVICES - HR Coordinator (Sharjah)

August 2013–August 2014

- Overall supervision of the HR and admin teams.
- Manage end-to-end recruitment.
- Enter Employee data in Oracle.
- Employee relations.
- Leavers process, medical insurance management.
- Assist in HR Audit process

LAMPRELL – Recruitment Coordinator (Sharjah)

May 2013–August 2013

- Talent Acquisition activities
- End to end employee life cycle management.
- Assist PRO in Visa processing.

LITWIN PEL – HR Executive (Abu Dhabi)

April 2011–May 2013

- Inhouse and subcontract recruitments.
- Manage bid submissions.
- Salary negotiations.
- Interview candidates as per requirements and close the requirements.

PEOPLE SOURCE MANAGEMENT – Senior HR Consultant (Dubai)

April 2007–April 2010

INNOVISION INC – HR Consultant (Bangalore)

April 2006–March 2007

- Business development and account management of various companies.
- Headhunting candidates for specific positions based on requirements.
- Work on various requirements provided by the clients.
- Conduct interviews and confirm suitability of candidates.
- Salary negotiation

CLIFL E SERVICES – Senior Customer Service Representative (Bangalore)

April 2004–March 2006

- Customer service for the prestigious British Railways.
- Ticketing and travel enquiry management of customers in the UK.

EDUCATION

GPHR – HRCI (Certification under process)
2020

SYMBIOSIS
2012 - 2013
PG Diploma in Human Resource Management

Mangalore University
2000 - 2002
Bachelor's in Business Management

CERTIFICATION

- IMS Internal Auditor (ISO 9001:2015, ISO 14001:2015 and ISO45001:2018) – Intertek
- Internal Auditor ISO 9001:2015 – Intertek
- Certified Fire Marshall – Intertek
- Oracle HRMS End User Certification – Lamprell
- Oracle11i HRMS implementer