

June 13, 2021



Asha Kannangi
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To,
Recruitment Manager
Dubai, UAE.

Subject : Senior HR Generalist

I would be interested to apply for the position of **Senior HR Generalist**; possess a dependent residence VISA for the UAE.

I have done my bachelor's in commerce, Major in Accounting & Economics from Bombay University. I have a Diploma in Executive Human Resource Management (EHRM) from EDXEL – UK; Knowledge village – Dubai (UAE). & Associate member of Chartered Institute of Personnel Development (CIPD – Level 3)

I possess over 10 years of professional international experience in Operational Human Resources Management & Administration; my experience includes multinational and leading companies in Dubai, UAE. Previously I had various experience in Administration and Human resources. Most recent job was HR Generalist with KBR - Kellogg Brown & Roots Intl (US Based) - Dubai -UAE.

Attached herewith, is a copy of my Curriculum Vitae for your perusal. I am available to join immediately if short listed.

Kind regards,

Asha Kannangi

Asha Kannangi

Personal Details

- Birthplace : Mumbai, India
- Nationality: Indian
- Marital Status: Married.
- Visa Status: Husband's sponsorship
- Contact Mb. No.: 050 7197452
- *Driving License:* Valid U.A.E. license
- Current Location: Dubai (U.A.E)
- Email: ashakanangi@hotmail.com
- Current Position: HR Generalist
- Company: Kellogg Brown & Root International
- Date of Birth: 13th August 1974

Work Experience

**October 2013 until June 2017 KBR (Kellogg Brown & Root Intl) – US based -Dubai
HR Generalist**

Headquartered in Houston, Texas, KBR is one of the world's premiere engineering, procurement, construction and professional services companies. KBR have evolved into a prominent supporter of the oil & gas, energy, hydrocarbons, power, industrial, civil infrastructure, minerals, government services and commercial sectors.

Reporting to the SR. Human Resources Manager – Middle East

I support the projects in UAE, Qatar & Saudi Arabia to name the few in (ALDAR projects) Abu Dhabi Airport, Yas Island, Miral.

- Provide transactional HR support across all processes and across all business units as allotted. Provide internal customer/employees with timely responses to their queries. Advice and guide them in compliance with HR policies and processes.
- Create job requisitions for internal and external vacancies in the job portal within a standard format and obtain relevant approvals.
- Liaise with Line Managers regarding vacancies which arise, providing CVs for shortlisting, arranging & conducting interviews in coordination with line managers. Organize background check for the selected candidate.
- Conduct HR Induction for the new joiner.
- Working on salary packages, based on the benchmark as per the local market. Co-ordinate with International HR in US if an employee is an expat.
- Co-ordinate (HR, Employee & Managers) the onboarding/ Leavers & relocation process of all new employees (Local hire / Expats) ensuring all necessary arrangements are in place, offer letters are generated, visas are processed, mobilization tickets & temporary hotel arrangements & other paperwork is completed, Taleo-recruitment systems updated & inductions coordinated in order to enable new starters to effectively carry out their role.
- Coordinating and creating request for IT related requirement/facilities like telephone, mobiles, PCs, monitors, Laptops, printers and the required program/software as requested by the respective Managers.
- Liaise with PRO and on visas, labor card, Emirates id & passes
- Personnel file Management Manual and electronic, regular HR audit of files.
- Access data and prepare standard reports on new hire, Separations, Transfers, promotions etc.
- Manage all data according to privacy and data protection policies.
- Co-ordinate all probationary periods with the line manager to complete the confirmation process.

- Prepare letters – related to transfer, promotion, warning letters, salary certificate, bank letters housing advance request etc.
- New joiner's training schedule and updating HRIS system. joining employees making sure all required joining documents are signed and agreed to by new joiners. (Code of Conduct, Risk Policies and Confidentiality of undertaking is signed and understood)
- Exit process for leavers (Local hire / Expatriate), ensuring right documentation is in place of cancellation, employee's Final settlement to be calculated as per the UAE labour law, exit interview / feedback etc.
- Ensuring Medical enrollment of the employees and dependents, Co-ordination on the claims, entitlements etc. also support & assist the medical campaign organized by the benefits team.
- Maintain & Monitor Leave management & Timesheet entries, processing of employees leave, ensuring ticket issued and leave payment, Liaise with Payroll on entitlement/deductions and update SAP accordingly.
- Liaising with Line Managers to complete the Performance Management process prior to the deadline.
- Liaise with Res Department, for vehicle requirement and renewal for employees.
- Assist in other HR & Administration projects as and when required.
- Experience in Free zone (Media city /Tecom)

February 2003 - March 2013 KONE (Middle East) LLC Dubai

My journey with KONE

April 2011 – March 2013 – HR Generalist / Manager

April 2009 – March 2011 – Assistant HR Manager

April 2006 – March 2009 – HR Administrator

Feb 2003 – March 2006 – Admin Assistant

Finland based company, Specialized in supply and installation of lifts, elevators and escalators with an employee strength of 775 (Dubai, Abu Dhabi, Oman, Bahrain & Qatar)

Reporting to the Middle East Director – Human Resources, Training & Safety and Managing the HR Department with 4 personnel, **I am responsible for :-**

Strategic HRM

- Coordinating for the development of departmental budgets and ensuring adherence to the same.
- Facilitating Organizational Development (OD) plans for enhancing the operational effectiveness:
- HR Policy formulation and communication strategy.
- Preparing job description based on global job mapping guideline and in co-ordination with Line Manager
- **Employee Communication (e.g. Code of Conduct, employee branding, strategy and values communication)**
- **Employee survey from Kenexa, co-ordination and assisting in action planning.**
- Global Reporting CPM tool – **on Headcount (personnel) & KPI's** (Absenteeism, Attrition, Training per capita,
- Recruitment effectiveness every month.

Recruitment & Resourcing

- Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
- Prepare Job description and Advert.
- Manage creation and post job openings in Global resourcing tool (People click)
- Screen and short list candidate with the help of Line Manager.
- Ensure all open positions are in the Recruitment portal. Generate different reports from the portal eg. Open positions, time to fill, pending etc.
- Manage all interview logistics like visa, travel arrangement, hotel arrangement etc.

- Communicates candidate scheduling details, and updates to the Line Manager.
 - Assure that candidate application is collected, informs HRM of any 'Red Flag' items
 - Assures disposition of candidates and update of status in ATS
 - Generates request/approval for offer; gathers approvals
 - Create Offer Letters/contract
 - Send approved Offer Letters and required materials to candidate
 - Reference check is done.
- Update the portal upon hiring, Co-ordinate induction.

Performance Appraisal

- Coordinating in the **formulation and implementation of increment, incentive and other remuneration policies.**
- Managing appraisal process across the levels and establishing framework for substantiating performance appraisal system linked to reward management.
- Generating & maintaining employee master data in the SAP - HRMS; submitting relevant reports to the Management.

Training & Development

- Training HR colleagues from different units- on different tools like (SAP), GRS – The Recruitment Portal used for the entire recruitment process. PLT – People Leadership tool – Documenting PD's online. Compensation & Benefits tool
- Identifying training needs from PDP's; *and arrange training in co-ordination with Training Manager.*

Employee relations

- Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by the workers.
- Support & Initiate Employee Engagement team for organizing the Medical Campaign for the field staff and other relevant activities.
- Supervise HR and Admin team with Travel Management and other daily routine tasks.
- Enrolling employees in Medical & Group Life insurance
- Overseeing staff welfare mess, pantry, canteen for staff and labor.
- Organizing social activities such as picnic, sports & recreational activities, health care, etc. for increasing the morale of the employees.
- Liaise with Finance on Payroll activities i.e., WPS.

General Administration

- Supervising - Administrative team of 3 and 1 in HR team. Overseeing all administrative activities like maintenance of office equipment, transport, housekeeping & maintenance of office and record keeping of office stationery including various formats.
- Liaising with PRO for Trade License renewal and organize the required documents as advised by him.
- Making proper arrangements for **Visas, Overseas & Domestic Ticket Bookings and Hotel Reservations.**
- Employees Leave & Vehicle Administration.

October 2001 - October 2002 Orga Card System (UK) Ltd. Dubai

Admin Assistant.

This company is into smart card integrator

Reporting to the Middle East Office Manager and managing the Administrative tasks. I was responsible for :-

- Dealing with administrative & Secretarial duties.

- Co-ordination with the Travel agency, working on OAG package– travel trip plan, to find the suitable carrier and arrange the hotel reservation internationally.
- Co-ordination with our HO in Germany and UK
- Self – correspondence, Taking dictation, filing, ordering stationery etc.
- Taking care of incoming and outgoing couriers, keeping track of it.
- Preparing Credit card, expenses statement (Barclay card).
- Liaising with PRO for visas in various countries.
- Assisting Business Development Managers in their day to day activities.

June 1997 - Aug 2001 Deco Emirates Co. LLC Dubai

Admin Assistant.

This Company was engaged as an Interior Design / Architectural firm specialized in Construction, & Trading activities

Reporting to the Regional Manager and managing the Administrative tasks. **I was responsible for:-**

- Handling EPABX Telephone switch board
- Preparing A/c's related statements. (i.e., handling petty cash)
- Filing, Preparing Invoice etc.
- Typing quotation, tenders & correspondence, preparing minutes of meeting.
- Preparing Reports e.g. Sales Report, Ongoing jobs report (every week), Completed job reports, & Accrued Income reports at the end of every month.
- Assisting Sales as a Sales Coordinator, Handling enquiries, arranging for the documents and distributing to the concern person dealing with it.
- Follow-up with the Client or Consultant every month for the project which we have quoted.
- Maintaining leave and salary records of personnel along with their relevant perquisites.
- Possessing a sound knowledge of U.A.E. rules and regulations, willing to learn new and enhances trends, methods and techniques.
- Organizing travel and hotel bookings.

June 1995 - Feb 1997 Rolta India Limited Mumbai

Secretary for Personnel Manager

This company is engaged into Computer Manufacturing & Trading Co.

Reporting to the Personnel Manager and managing the HR & Administrative tasks. **I was responsible for :-**

- Dealing with all administrative duties.
- Taking care of highly confidential correspondence.
- Handling personal files of all employees, filing etc.
- Taking care of the Appraisal report
- Recruitment process – sorting C.V.'s, Short listing candidates, arranging for Interviews.
- Type interoffice memo, prepare routine correspondence independently, keep records of manager's appointment.
- Follow up with Dept. Heads in regard with pending matters and meeting deadlines.

Educational Qualification

- **B.COM Graduate from University of Bombay(1995).**

Other Qualification

- **Assoc. member of Chartered Institute of Personnel Development (CIPD) – HR Practice – Level 3 (Dec 2013), pursuing Level 7.**
- **BTEC Diploma in Executive Human Resources Management Thru Edxel (UK) in Knowledge Village (2008)**

IT Skills

- Diploma Computer Applications. (BITS)
- (Well versed with DOS, Dbase III +, Foxpro, Lotus 1-2-3, Windows, MS word, Word Perfect and
- Microsoft Excel, Power point, knowledge of Internet.
- HRIS - SAP
- Global Resourcing Tool (People click) & Global employee Database in SAP; Performance Management in People Leadership tool (Softscape)

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- Taleo Recruitment Portal
 - GED – Global Employee Database in SAP
 - PLT – People Leadership tool (documenting performance appraisal) in SAP
 - PeopleSoft HRMS – Recruitment Portal
 - KONE Leadership Program
 - Compensation & Benefits Module.
 - 360 Assessment tool for development purpose from Cubiks

Languages

- English
- Hindi
- Tulu (Kannada)

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