



SUDHI JOBIN JACOB

An experienced & competent HR professional having 6 years experience and proficient in establishing new systems and policies/procedures with focus on accomplishing organizational goals & objectives. Moreover, I am a dedicated team leader with a history of implementing assignments ahead of schedule, hardworking, trustworthy and highly motivated.

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SKILLS & COMPETENCIES

Recruitment & Selection

Training & Development

Internal Audit & Compliance

Payroll & Administration

Performance evaluation

Employee relation & welfare

Employee Data Management

SAP Basics & Paytrax

Microsoft Office

PROFESSIONAL HIGHLIGHTS

Al Rajhi Building Solutions	Sector Coordinator	Since October 2018 – till date
KNAUF	Executive Assistant	December 2017 - September 2018
Polo RAK Amusements	Human Resources Admin & Trainer	October 2014 – October 2016
Marthoma College (India)	Assistant Professor MBA	May 2013 - May 2014

EDUCATION

Master of Business Administration (HR)	2010-2012	University of Kerala
Bachelor of Engineering (Electronics)	2006-2010	University of Kerala

PROFESSIONAL EXPERIENCE

Since Oct'18-Present

Sector Coordinator, Al Rajhi Building Solution Sector, UAE

Key Result Areas:

- Develop and implement Policies & Procedures for UAE & KSA group Companies and ensuring its compliance
- Handling recruitments, drafting and updating job descriptions for all the Sector hirings
- Acted as the Project coordinator of the SAP S/4 HANA and Ariba implementation for Sector Companies
- Support administratively and functionally in ad-hoc and regular organizational audits and act as a point of contact for the Sector Activities
- Preparing reports, presentations and documents as required for the shareholders

Dec'17-Sep'18

Executive Assistant , KNAUF, UAE

Key Result Areas:

- Coordinating with port officers for the issuance of entry permit for employees
- Evaluate all purchase requests and create purchase orders on regular basis
- Responsible to source, negotiate and purchase materials from both local and overseas vendors
- Negotiating contract terms of agreement and pricing
- Manage all communication for purchase orders with vendors
- Prepare pre-qualification of vendors and processing vendor registration
- Track orders and ensure timely delivery
- Ensure the compliance in operation by following KQMS
- Prepare cost analysis and monthly reports
- Undertake any other ad-hoc duties as assigned

Oct'14-Oct'16

HR Admin & Trainer Polo RAK Amusements, Iceland Waterpark, UAE

Growth Path:

HR Trainer

HR Admin & Trainer

Oct'14-Apr'15

May'15-Oct'16

PERSONAL DETAILS

Visa Status; Residence visa

Nationality: Indian

Marital Status: Married

Driving License: UAE

Languages Known:

**English, Hindi,
Malayalam, Tamil**

Key Result Areas:

Orientation & Training

- Conduct Induction Trainings and mentoring program to prioritize ease of adjustment into environment, administrating advice to confirm adherence to organizational policies
- Conducted training needs analysis for the company in coordination with Department Heads and assist in developing training program objectives, course content, instructional materials,
- Coordinated with external training providers and ensure timely training process
- Setting performance evaluation (complete process – set KPI's, coordinated with HOD's & ensured timely submission) – proposed actions based on evaluation

Administration & Welfare Management

- Maintain monthly attendance and leave management through Paytrax
- Assist in the monthly payroll processing
- To lead the entire team and briefing them daily and assistance for ladies night events.
- Conducting Exit Interviews for employees & evaluate the feedback
- To assist yearly appraisals and support PRO for renewal process like visa, medical and other documentations
- To handle the employee grievances and address to the HR manager depending upon its severity
- Manage the employee accommodation and to conduct monthly inspection

Recruitment & Selection

- To prepare the overall recruitment Plan & ensure timely recruitment of all budgeted and replacement positions
- Perform sourcing the best caliber candidates locally & overseas through different sourcing channels
- Interview, shortlist & select qualified talents as necessary according to the job requirements
- Conduct necessary tests and assessments for the applicants according to the applicable assessment method
- Negotiate salary and compensation details with selected candidates
- Prepare & review the Employment Offers & Employment Contracts of selected candidates/new joiners in line with HR policy and UAE labor laws
- Arrange necessities and oversee the on boarding process of the selected candidates
- Develop, update and review HR policies, procedures and Service Level Agreement from time to time as necessary

Mar'13-May'14

Assistant Professor in MBA, Marthoma Institute of Information Technology, India

Key Result Areas:

- To oversee the design and development of the overall curricula, and develop and deliver a range of programs of study at various levels
- Encourage the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards
- Supervise student projects, field trips and, where appropriate, placements
- To chair committees and participate in College decision-making and governance
- Exercise academic leadership for all subject area teaching and research activities

Jul'12-Feb'13

Central Government Postal Service, India as Postal Assistant

Key Result Areas:

- Involved works in Mails, Delivery, Dispatch
- Coordinating the Data Base Management system through MIS
- Maintain records of all registered and recorded delivery.