



ASHWITH ROYAN DSILVA

The forward-thinking individual with refined interpersonal and multi-tasking skills. Looking forward to joining a progressive organization as a HR and Admin professional to provide excellent support and to demonstrate capability, effectiveness, and take responsibility while attaining growth in both professional and personal levels.

Get in touch!

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Behind Al Maya Super market,
Burdubai

Internship

Human Resource
BASF - The Chemical Company
Mangalore, India
June 2012 - July 2012

Specialized Trainings

- UAE labor law (UAE Exchange Centre LLC)
- Training on overall HR activities (UAE Exchange Centre LLC)
- Cashier Training & Risk Management (UAE Exchange Centre LLC).
- Anti-Money Laundering (UAE Exchange Centre LLC).
- Customer Service Series (UAE Exchange Centre LLC).
- Selling Skills (UAE Exchange Centre LLC).

Work Experience

People Operations Specialist

UAE EXCHANGE | September 2019 - Present

- First point of contact for all HR-related questions and activities for 600 and more employees, as well as follow-up with process owners in regard to queries as necessary.
- Assisted in recruiting by sourcing resumes, screening candidates, conducting phone interviews, arranging interviews, and on-boarding newly hired employees.
- Ensure new joining formalities are completed on time (Medical exam, EID, employee induction) and Document renewal follow up (passport, Emirates ID, residence)
- Providing support to employees such as leaves and compensation and resolve any issues that may arise regarding leave administration.
- Support HR compensation team in payroll related entries and generating various reports and submitting the same to the relevant teams.
- Assisting employees on insurance related activities (e.g. claims, changes in the marital status, reimbursement , COC)
- Liaise with external partners, like insurance vendors, maintenance vendors suppliers and order office supplies.
- Maintain employee files and records in electronic and paper form and Ensure non sensitive employee data is always kept updated.
- Follow up on employee's escalations and concerns, resolving issues promptly and act as an additional point of contact/support in the absence of another team member under the guidance of the HR Head.
- Employee coaching and compliance with HR and company policies, handling employee disciplinary and grievance procedures, and conducting branch visits to understand the employees' concerns and grievances.
- Managing employee accommodation and transportation related activities.
- Managing employee engagement activities, raising IPNs and coordinating vendor payments with the finance team. Supporting Head of HR in ad-hoc tasks and HR projects.
- Execute off boarding by conducting exit Interviews, collecting feedback, initiating the employee clearance process with appropriate stakeholders, separating the employees from HR systems SAP- people hub and sending employee clearance file to Payroll for EOSB calculation/ as well as computing the same in the absence of the payroll team .
- Work closely with the PRO to get employee/ family visas / visa renewals / visa cancellation and other government related task etc

Senior Sales Associate / Supervisor

UAE EXCHANGE CENTRE LLC | Nov-2015 to Sep-2019

Sales Associate / Retail Sales and Services

UAE EXCHANGE CENTRE LLC. | Nov-2013 to Nov-2015

Interests

Travelling , Cookiing

UAE Driving License
YES

Academic History

ST Aloysius college
Master's in Business Administration | specialized in Financial
Management and Human Resource

ST. Aloysius college
B.com | specialized in Financial Management, Commerce and
Accounting

Core Skills And Competencies

- Employee Relations
- Policy interpretation
- Recruitment
- On boarding and Off boarding
- Team Work & Collaboration
- Grievances & Dispute Mgt.
- Event Management
- Internal Job Posting
- HRIS -SAP knowledge and Expertise
- Admin activities, Vendor & Facility management
- Sales and Services Skills
- Customer Relations

Personal Profile

Date of Birth : 22nd march 1991
Nationality : Indian
Marital Status : Married
Languages Known : English, Hindi, Kannada, Tulu
and Konkani.

Declaration: I hereby declare that the details furnished above are true to the best of my Knowledge and belief.

Ashwith Royan Dsilva
Dubai