

SAJAN ANTONY

HR Admin & Compliance Professional

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Executive Summary ■■

Qualified HR and Admin Compliance Professional offering 25 years (**In UAE 23 yrs.**) of work experience within large size organizations. Possess expertise in whole gamut of HR functions including Recruitment, Employee Relations, Training-Development, Performance-Reward Management, Benefit & Compensation, Succession Planning, HR Practice, Policies Formulation, People Management, and General Administration. Have career track record in setting and achieving deliverables as well as milestones in corporate environment with passion in dealing with diverse people at a challenging work environment. Holds excellent leadership, financial, analytical, problem solving, organization, coordination, monitoring, time management, communication and interpersonal skills.

Strengths

- + Extensive experience in UAE market
- + Organizational Development-Change Initiatives
- + Total Quality & Employee Involvement Efforts
- + Job Analysis & Performance Evaluation
- + Expertise in HR & Administration Management
- + HR Strategy Planning & Implementation
- + Facilities & Property Management competency
- + Well versed with Payroll Process and Techniques

Qualifications ■■

Certified in HUMAN RESOURCES PROFESSIONAL from Halifax College, UK

Bachelor of Commerce --- Financial Accounting & Auditing --- University of Mumbai, India

Schooling from Our Lady of Perpetual Succor High School, -Mumbai, India

Career Highlights ■■

- ✓ Significantly delivered key contribution towards organization's growth, organized various activities and established new improvements.
- ✓ Consistently exhibited resourcefulness and initiative in supporting employee needs and developed a sense of emotional affiliation in the minds of employees.
- ✓ Developed the HR Manual and implemented.

Areas of Expertise ■■

Human Resource Management

- Fully accountable for complete HR activities including re-sourcing, Job Description, recruitment, selection, On Boarding formalities, staff welfare, job evaluation, training-development, HR policies, HR procedures, Attendance, Payroll, Leaves, Leave Salary, End of Service benefits, Performance Appraisal, Exit Interview, designing and implementing HR strategies and processes.
- Manage all levels of recruitment, motivation and training of the entire staff; work with them to ensure that they had the skills, knowledge and motivation to carry out their roles effectively.
- Deal with understaffing, resolving conflicts, dismissing employees and administering disciplinary procedures.
- Identify and implement the most appropriate or effective route for staff development and training through self-development, online program and classroom training.
- Review existing compensation-benefit policies; identify loopholes; and establish competitive programs.
- Development of short- and long-term organizational plans as needed in HR Career Path Planning, Budgeting.

Administration Management

- Expertise in managing daily office work and handling administrative and personnel issues.
- Assume full responsibility of business communication and interaction with a spectrum of clients, suppliers and vendors. Oversee business administration to ensure smooth running of company.
- Solve business difficulties and consult with department managers for the betterment of the company.
- Oversee the availability of all resources within the department to ensure smooth flow of operation.
- Maintain relationship with internal departments and other third parties dealing with the company.
- Improve turn-around times by providing suggestions for signification of procedures and controls.

Career Snapshot ■■

Organization	Position Held	Period	
<u>Dijllah Gold Group</u>	HR Compliance Admin	Feb 2020	May 2023
<u>Areco Int'l Group</u>	HR & Admin	June -2018	Jan 2020
<u>FutureLink-Greenparking</u>	HR & Admin	Jan -2015	May-2018
<u>Petrotech Enterprises LLC</u>	HR & Admin Mgr	Jul -2005	Dec-2014
<u>Microchip Computer (Sharjah)</u>	HR & Admin Asst	Oct-2002	Jun-2005
<u>EPPCO (Dubai)</u>	Store Operator	Feb-2001	Jul -2002

Proven Job Role ■■

HR Admin & Compliance -> DIJLLAH GOLD GROUP

My Main Responsibilities:

Re-engineering of the entire HR department from scratch on executive directive of the leadership team. This includes process refinement, clear definition of roles and responsibilities of HR team members, creation/updating of policies and processes across four schools in the education group.

- Sole responsibility to manage the complete cycle of policy creation, review, documentation, implementation and post implementation assessment
- Engaged with all relevant stakeholders in the group during roll-out of new policies and processes and leveraged experience during the entire change management exercise
- Singular accountability for Automation of existing and new processes (pertaining to the HR department), by being a point of contact with the information technology vendor
- Recruitment – responsible for leadership hiring & interaction with multi-ethnic candidate base (European, Middle Eastern, African, South and South East Asian) and the single point of contact for recruitment agencies across countries
- Redesigned the compensation and benefits package

Facility Management:

- Office management - maintenance, administration of premises, security systems, renewal of rental agreements, landlord liaison for all Dubai sites.
- Maintenance of all Air-Conditioners, ducting, air flow issues with the Contractors and ensure all Annual Maintenance Contracts are in place.
- Liaison with service providers for Fire protection, Lab equipment and other supplies.
- Liaison with Architect & Contractors with regard to any structural work.
- Facilitates the payment of contractors' invoices and monitors payments and the cost booking of the department.
- Maintains and handles the DEWA, Telecommunication related work liaison.
- Liaison with banks for setting up Bank accounts for new employees.
- Parking & Access Cards: address parking requests from employees, provide parking cards, elevator cards

Contract Management:

- Receive quotes, negotiate and enter into contract for the following areas:
 - Housekeeping
 - Catering services
 - Security services
- Maintenance Services, including Air Conditioners, equipment in the Laboratories, Fire Alarm Systems, Access systems etc.

Event & Travel Management / Employee Services:

- responsible for sourcing of vendors & tie up with Hotels, Transportation providers, Airlines and Travel Agents Local & International
- Support tradeshows and events that regularly occur throughout the year with vendor and venues selection, event logistics, travel and transportation requirements, visit visa, temporary accommodation arrangements etc.
- Supporting PRO activities
- Planning and organization of new employee induction, business trips and training

Government Services:

- Liaison with Government agencies (DED, JAFZA, IFZA, DMCC, DEWA, SHARJAH ,HAMRIYAH, AJMAN, etc.) and obtaining and renewal of registration certificates, licenses etc.
- Any other work related to compliance of regulations & Government agencies.

I.T. Skills ■■

➤ Diploma in Computer Management

Operation Systems

DOS, Dbase III+, Lotus 123, WordStar, Novel Network 3.12, Windows NT, Windows 3.11, Windows 95, 98, XP, Vista, Tally, Internet.

➤ Diploma in Office Automation 97

MS- Word, MS-Excel, MS-Access.

➤ Diploma in Computer Graphics (D.T.P)

PageMaker, Corel Draw, PowerPoint, Photoshop, Scanning & Multimedia.

➤ Diploma in Computer Programming

FoxPro under DOS & Windows, Clipper, C, PowerBuilder, SAP, Oracle 7.3 (Up to SQL).

➤ Project Developed

Developed a Payroll Monitoring System in FoxPro as a part of the course module.

Personal Details ■■

Name	SAJAN ANTONY
Mobile No.	050 8658580
Driving License	Holder of U.A.E Driving License
Interests	Surfing, Listening Music & Driving.
Languages Known	English, Hindi, Marathi, Malayalam & Arabic
Nationality	Indian
Marital Status	Married
Salary	Negotiable
Joining Date	Immediate