

# Ashirvadama Kallu

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## HR Officer/Administrator

Start-ups | Acquisitions | Turnarounds | High-Growth Organizations

Experienced HR Officer/Administrator with 7+ years of success in sourcing, recruiting, interviewing, and retaining top talent. Well-versed in forecasting staffing needs, outlining the selection criteria, and leveraging social platforms and professional networks to source potential talent. Renowned for excellent interpersonal, communication, and leadership skills..

## HR Qualifications

**HR Best Practices**  
**Employee Relations & Diversity**  
**Talent Acquisition**

**Organizational Development Employee**  
**Performance Improvement Leadership**  
**Development**  
**HR Policy, Process & Systems Design**

**Change Management**  
**Workforce Planning & Development**  
**Teamwork**

## PROFESSIONAL EXPERIENCE

### ROYAL DESTINATIONS HOSPITALITY SERVICES GROUP -ABU DHABI-UAE (JULY-2023 – NOV-2024)

#### **HR Officer/Administrator:**

The Human Resources (HR) Officer will be instrumental in managing and executing various HR functions within the company, ensuring the efficient and compliant operation of all HR-related activities. Reporting to the GM Manager, this role is a proactive individual with a strong understanding of HR practices and a commitment to fostering a positive and productive workplace.

#### **Key Responsibilities:**

- **Recruitment and Onboarding Excellence:** Responsible for developing and implementing effective recruitment strategies to attract top talent. This includes screening resumes, conducting initial interviews, coordinating subsequent interview stages, and ensuring a smooth hiring process. Also prepare employment contracts, job offers, and comprehensive onboarding documents, followed by conducting engaging orientation sessions for new employees to integrate them into the company culture.
- **Employee Relations and Positive Workplace Culture Cultivation:** Will serve as a key point of contact for employee concerns and grievances, addressing them professionally and in a timely manner. A significant aspect of this role involves actively promoting a positive work environment through the planning and execution of employee engagement activities. I will also ensure strict adherence to company policies and the UAE labor law, implementing HR best practices to maintain high employee morale and overall productivity.
- **Accurate Payroll and Efficient Attendance Management:** Supporting all the entire payroll processing cycle, ensuring accuracy in calculations and the timely disbursement of salaries to employees. This includes diligently monitoring employee attendance, managing leave records, and accurately calculating overtime. Furthermore, will be responsible for ensuring compliance with the UAE Wage Protection System (WPS) to safeguard employee compensation.
- **Performance Management and Targeted Training Initiatives:** Will play a crucial role in implementing and administering the company's performance evaluation systems and appraisal processes. By identifying training needs through performance reviews and departmental feedback, we will organize and coordinate relevant skill development programs. Additionally, assist in career development planning and support employee growth initiatives to foster a culture of continuous learning and advancement.
- **Compliance and Adherence to Legal Frameworks:** Ensuring strict adherence to all aspects of UAE labor laws, visa regulations, and internal company policies is paramount. Will be responsible for managing visa processing, renewals, and cancellations, working closely with Public Relations Officer (PRO) services to ensure compliance. Maintaining up-to-date records of all employee-related documents, contracts, and compliance reports will also be a key responsibility.

## **HR Executive/Administrator.**

The **HR Executive – Employee Relations** is responsible for handling complex employee relations issues, conducting investigations, and providing support in conflict resolution. This senior role also involves supporting employee engagement initiatives and ensuring compliance with company policies and legal standards.

### **Key Responsibilities:**

- Employee Relations Case Management: Handle sensitive employee relations cases, including grievances, disciplinary actions, and disputes.
- Workplace Investigations: Conduct thorough investigations into employee complaints, ensuring confidentiality and adherence to legal standards.
- Conflict Resolution and Mediation: Act as a mediator in conflict situations, working to resolve issues amicably and fairly.
- Policy Enforcement: Ensure consistent application of HR policies and procedures across the organization.
- Employee Engagement Support: Assist in implementing initiatives to improve employee engagement and foster a positive work environment.

### **Key Result Areas (KRAs) and Key Performance Indicators (KPIs)**

- **Case Resolution and Compliance:**
  - KPI: Timeliness and fairness of case resolutions, with a focus on equitable outcomes for all parties.
  - KPI: Compliance with company policies and legal requirements in all employee relations matters.
- **Workplace Investigations:**
  - KPI: Thoroughness and accuracy of investigations conducted, ensuring all relevant facts are considered.
  - KPI: Reduction in recurring issues following resolution, demonstrating effective conflict management.
- **Conflict Resolution:**
  - KPI: Success rate in resolving conflicts through mediation, contributing to a harmonious workplace.
  - KPI: Employee satisfaction with resolution outcomes, measured through feedback surveys.
- **Employee Engagement and Retention:**
  - KPI: Improvement in employee engagement scores, indicating a positive work environment.
  - KPI: Reduction in employee turnover due to unresolved conflicts, showcasing effective employee relations strategies.

### **Administrator:**

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**Keeping track of assigned accounts to identify outstanding debts.** Planning course of action to recover outstanding payments. Locating and contacting debtors to inquire of their payment status.

- Keep track of assigned accounts to identify outstanding debts. Plan course of action to recover outstanding payments. Locate and contact debtors to inquire of their payment status. Negotiate payoff deadlines or payment plans
- Developing purchasing guidelines for the office, establishing relationships with supply vendors, and ensuring that all purchasing procedures are being followed.

### **Reliance Real Estate. -Dubai United Arab Emirates-March-2007 –Nov-2009**

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#### **HR Assistant/Admin Support.**

- To submit and ensure the processing of all types of applications and paperwork to the local
  - government bodies, including but not limited to visit visas, employment or residence visas, car registrations,
  - Trade licenses, labour permits, export licenses, economic licenses, foreign licenses, etc.
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## EDUCATION & PROFESSIONAL CREDENTIALS

S.NO	START DATE	END DATE	UNIVERSITY	COURSE	PERCENTAGE	TOTAL YEAR
1	2006	2009	William Carey University	BBA	67%	3
2	2001	2003	PUC College	Commerce	56%	2

## TECHNICAL SKILL:

S.No	Skills	Proficiency scale.
1	Time management	Advanced
2	Communication	Advanced
3	Adaptability	Advanced
4	Problem-solving	Advanced
5	Teamwork	Advanced

## Personal Summer

1	Date Of Birth	13-Dec-81
2	Nationality	India
3	Visa status	Visit Visa
5	Notice Period	Immediately available
6	Driving License	UAE
7.	Language	English, Hindi, Arabic- Conversation, Tamil, Malayalam, Tamil.Kannada

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