

EMANN SULEMAN

HUMAN RESOURCES EXECUTIVE

CONTACT

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SKILLS

UAE Labour Laws
Employee Relations
Conflict Resolutions
Employee Engagement
Performance Management
Cross-Functional Collaboration
Training & Development
Recruitment Strategies
Onboarding (Induction plans, Reference checks)
Offboarding (EOS Calculation, Exit Interviews)
Payroll
HRIS Management (Successfactor, BambooHR, GreytHR, Odo, Bayzaat)

EDUCATION

Bachelor of Arts - Human Resource Management (Honors)

Asia Pacific University of Technology and Innovation, Malaysia

In collaboration with Staffordshire University UK
2016-2019

**UAE Labour Law
KHDA Accredited
July 2024**

LANGUAGES

English
Urdu

PROFILE

Driven and highly qualified HR professional specializing in employee relations, diversity recruiting, operational management, and employee engagement. Experienced in managing complex employee relations across multiple countries and maintaining compliance with local regulations. Adept at building positive relationships with employees and staff, and skilled in conflict resolution and policy implementation.

WORK EXPERIENCE

Human Resources Executive

- Groupe Clarins** October 2024 - Present
- Oversee HR operations, including visa processing, sick leaves, vacations, and maintaining compliance with local labor laws.
 - Prepare monthly payroll for retail staff and manage commission structures.
 - Support recruitment efforts, conducting first-round interviews and managing the onboarding process for new hires, including HR system setup and training coordination.
 - Lead employee engagement events and organize CSR initiatives, including Ramadan Iftar meals and company clean-up campaigns.
 - Spearhead the local DEI taskforce and organize "Happiness Squad" meetings to promote a positive and inclusive workplace.
 - Act as the Learning Specialist for Clarins Academy, promoting platform usage and assisting in the identification of training opportunities.

Human Resources Coordinator

- Groupe Clarins** May 2023 - September 2024
- Managed SAP SuccessFactors HRIS system.
 - Led cross-functional teams to enhance company culture and employee engagement.
 - Led end-to-end recruitment efforts, sourcing, screening, and onboarding top talent, including conducting background checks and employee inquiries.
 - Promoted corporate social responsibility initiatives to enhance employee engagement and foster an inclusive workplace.
 - Handled employee inquiries, policy issues, and benefits.
 - Supported HR Manager in managing employee performance and talent management processes.
 - Managed retail payroll and admin tasks - preparing payslips, NOC's, employment certificate and salary certificates.
 - Conducted training on internal platforms for new joiners and refresher sessions for all team members.
 - Conducted training sessions on HRIS usage, workplace diversity, and inclusion, enhancing DE&I metrics.
 - Developed and coordinated training initiatives tailored to employee needs, fostering continuous professional development, while utilising the internal learning platform.
 - Ensured compliance with UAE Labor Laws and provided advice and guidance to management.

Human Resources Coordinator

- JAGGAER** March 2021 - February 2023
- Managed the full recruitment cycle, including job postings, candidate sourcing, screening, and onboarding, ensuring a seamless candidate experience.
 - Conducted onboarding programs focused on company culture and policies.
 - Standardized onboarding documentation, improving efficiency and reducing onboarding time by 15%.
 - Developed and distributed HR communications, including monthly newsletters, to keep employees informed and engaged.
 - Implemented team-building activities and engagement initiatives, increasing overall employee satisfaction by 12%.
 - Supported senior HR management in various recruitment tasks, including employment visa administration and employee benefits.

Human Resources Executive

- Multi Surcing Trading LLC** July 2020 - March 2021
- Managed end-to-end recruitment and employee onboarding.
 - Developed onboarding, induction, and benefits programs.
 - Coordinated interviews and maintained employee files.

Human Resources Intern

- IFFCO** January 2020 - July 2020
- Created employee personal files, expedited hiring processes, and assisted in developing offer letters.
 - Arranged interviews, conducted reference checks, and supported the onboarding process.