

ANDAL S

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Nationality- Indian | Passport Number -S1988964

Experienced HR professional with 2+ years in recruitment, employee relations, and training & development, specializing in employee engagement, compliance, and performance management within fast-paced industries. Familiar with UAE labor laws, and adept at fostering a positive workplace culture through coaching, conflict resolution, and career development initiatives.

EDUCATION

CHRM

London international & Studies Center

Pursuing

MSW in Human Resources

Madras Christian College, India.

2020-2022

BA in Psychology & Sociology

Lady Doak College, India.

2017-2020

EXPERIENCE

Physics Wallah Gulf | Dubai, UAE.

Nov 2024 –Present

Regional HR - UAE & Oman

- **End to end Recruitment.** From conducting Initial screening, HR rounds,coordinated virtual and in-person interviews with hiring teams, to negotiating salary packages with candidates and finalized employment offers that align with company budgets and expectations.Have experience in handpicking candidates who align with the organization culture.Maintained an accurate recruitment database and talent pipeline, ensuring rapid turnaround for job openings and reducing the time-to-hire . Also Tracked and reported key recruitment KPIs to management.
- **Onboarding** -Developed and delivered a comprehensive new hire orientation program covering company policies, culture, values, and team structures.During my tenure here I have conducted onboarding for 75+ new joiners and also streamlined the process by facilitating smooth onboarding by coordinating travel, housing, and orientation reducing onboarding delays.
- **Visa Processing** - Managed visa processing coordination for employees,ensuring compliance with UAE labour laws.Processed labour contracts visa cancellations and exit procedures. Handled both UAE and KSA Region for visa coordination.
- **Employee Performance Management** -Coordinated with the Management for employee's probation status,contract renewal, monitoring progress and acting as a mediator in performance-related disputes.
- **Data Management**- Prepared & Presented monthly reports on recruitment, employee data base , performance reports ,engagement calendar to the global HR head. Maintain **accurate employee records, contracts, and personnel files** with 100 % accuracy.
- **Pay roll administration** - Processed payroll for UAE region by tracking attendance, leave administration, annual leaves coordination,reimbursements, incentives and other allowance.
- **Employee engagement** - Plan a monthly employee engagement plan proposal including venue, agenda & budget and implement it successfully.

Market Simplified India Limited | India.

Jul 2022 – Mar 2024

HR Executive (Growth Path - From Intern to Executive)

- Served as the main point of contact for employee relations matters, providing support and guidance to over 250 employees and management across various departments. Investigated and resolved employee complaints related to workplace conflicts, policy violations, and disciplinary actions, ensuring fair and consistent treatment for all parties involved to improve staff discipline.
- Was in charge of the recruitment where I did HR screening and interviews and recruited candidates with the exact skill set. Key member in yearly placement program and walk in Drives in hiring freshers.
- Organized learning and development to improve employee competencies ,and acted as a liaison between the management and department head for training need analysis & aligned learning initiatives with the organizational objectives which improved employee satisfaction and retention curve to 85%.
- Maintained HR information, notices, and regulations via internal communication tools such as notice boards and social media platforms improving marketing brand of the organization
- Involved in Exit interviews and off boarding of employees

- Played a key role in achieving the Great Place to Work certification, contributing to improvement in employee engagement scores and an increase in overall employee satisfaction, helping the organization earn the certification within 6 months.
- Led initiatives like skip-level meetings, increasing engagement and fostering a positive workplace culture

INTERNSHIPS

Salcomp Technology – Human Resources Trainee, India

Sep 2021 – Nov 2021

Salcomp is a Global APPLE Inc, manufacturing unit housing around 4000 employees. I served as a trainee supporting the organization of training sessions and staff skill development programs as well as employee grievance coordination.

Big Basket: A TATA Enterprise- Human Resources Intern, India

May 2021 – Jun 2021

Bigbasket.com is India's largest online food and grocery store. During my tenure as an Intern I assisted in Documentation Management, HR Service Needs Addressing & Employee Grievance Handling

SKILL SET

- Ms Excel- Quantifying data, metrics, employee satisfaction, feedback & surveys
- Powerpoint and canva
- ATS
- LinkedIn, Indeed, Naukri Recruiter Tool
- G-suite
- UAE Labour Law