

Aleena Thankachan

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About me

An HR Professional with 2+ years of experience in HR Generalist and Associate HR Business Partner roles. Skilled in talent acquisition, employee engagement, people management, HR documentation, and event management. Adept at supporting organizational objectives by implementing HR initiatives that boost employee satisfaction and operational efficiency. Seeking a dynamic work environment that fosters growth and learning through exposure to innovative HR practices and technologies.

Skills and Expertise

HR Expertise: Talent Acquisition & Recruitment, Headhunting and Executive Search, HR Documentation, Cold calling, People Management, Employee Engagement, Familiarity with UAE labor compliance, Performance Management, Lead Generation, PTO tracking, Payroll Administration

Soft Skills: Critical Thinking, Time Management, Structured thinking, Adaptability, Teamwork, Emotional Intelligence, Multitasking, Networking, Task prioritization

Technical Skills: HRIS/HRMS, ATS, Payroll software, LMS platforms, Recruitment tools, Collaboration tools

ORGANIZATIONAL EXPERIENCE

Associate HR Business Partner
Clockhash Technologies

August 2023 –August 2025

- **Talent Acquisition & Recruitment:** Managed end-to-end recruitment for IT and non-IT roles, proactively sourcing candidates through various platforms, conducting initial screenings and assessments, and building talent pipelines for critical and recurring positions. Coordinated interviews, collected feedback, and ensured a smooth hiring process. Partnered with hiring managers to understand role requirements, supported onboarding, and contributed to building high-performing teams. Maintained accurate recruitment metrics and stayed updated on emerging trends in technology and digital domains.
- **Employee Engagement:** Developed and implemented employee engagement initiatives, including organizing team building events, surveys, and feedback sessions which improved employee participation by 30% and boosted workplace morale.
- **Performance Management:** Assisted in designing performance evaluation systems and supported managers in conducting appraisals and performance reviews, ensuring alignment with business goals.
- **People Management:** Supported managers in employee development plans, workforce planning, and addressing employee relations issues to ensure smooth operations and team cohesion.
- **HR Documentation & Compliance:** Maintained accurate employee records, contracts, and HR documentation while ensuring adherence to company policies and local labor laws.
- **Event Management:** Organized and coordinated company-wide events, workshops, and training programs to promote employee development and engagement.
- **HR Analytics & Reporting:** Utilized HR data and metrics to track workforce trends, support decision-making, and present insights on key areas such as turnover, employee engagement, and performance.
- **Employee Relations:** Acted as a mediator to resolve employee disputes, handled employee grievances, and ensured fair treatment in line with company policies.
- **Compensation & Benefits Support:** Assisted in administering compensation programs, including salary reviews, payroll processes, and benefits administration, ensuring timely and accurate delivery.

HR Executive & Project Coordinator
LO Technology

February 2023–August 2023

- **Recruitment Lifecycle Management** :Managed end-to-end recruitment lifecycle including job postings, screening, interviews, and onboarding of new hires.
- **Training & Development** : Coordinated employee training programs ensuring alignment with organizational goals and skill requirements.
- **HR Operations & Compliance** : Maintained HR records, contracts, and compliance documentation in line with legal requirements.
- **Employee Engagement & Events** : Supported engagement initiatives and organized team-building activities to enhance workplace culture.
- **Project & Cross-functional Support** :Assisted in project planning, resource allocation, and ensured timely deliverables with cross-functional collaboration.
- **Payroll & Benefits Administration** : Provided administrative support in payroll processing and employee benefits management.

HR Intern
Datamate Infosolutions

November 2022– January 2023

- **Talent Acquisition & Sourcing**: Developed and implemented strategies to identify and attract qualified candidates through job boards, social media, and networking events.
- **Recruitment Process Management**: Managed the full recruitment cycle, from job requisition to offer acceptance, ensuring smooth and timely hiring processes.
- **Candidate Assessment**: Assessed resumes and applications through initial screenings and interviews to identify and shortlist candidates aligned with job requirements.
- **Candidate Experience Management**: Guided candidates throughout the recruitment process, maintaining consistent and effective communication and delivering a seamless, positive hiring experience.
- **HR Data & Compliance Management** : Maintained accurate candidate records, databases, and documentation in compliance with company policies and labor regulations.

ACADEMIC QUALIFICATION

- MBA HR and Finance, APJ Abdul Kalam Kerala Technological University, 2020-2022
- B. Tech Computer Science Engineering, APJ Abdul Kalam Kerala Technological University, 2015-2019

Certifications

- Soft Skills, National Programme on Technology Enhanced Learning (NPTEL), 2022