

Ashirvadama Kallu

Mobile: +971566682332 email: ashriwad13@gmail.com
[linkedin.com/in/ashirwad-kallu-148644ba](https://www.linkedin.com/in/ashirwad-kallu-148644ba)

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 role of an HR officer encompasses various responsibilities aimed at managing an organization's human resources effectively.

Key Responsibilities:

Strategic HR Leadership:

- Develop and implement HR strategies aligned with the company's business goals, particularly in response to the recent business unit expansion.
- Provide strategic counsel to senior management on all HR-related matters.
- Analyze workforce trends and develop proactive solutions to address potential challenges and opportunities.

Talent Management & Development:

- Lead talent acquisition, onboarding, and retention strategies to attract and retain top talent.
- Develop and implement performance management and employee development programs.
- Identify and address training needs to enhance employee skills and capabilities.

Organizational Development:

- Drive organizational change initiatives to support growth and improve efficiency.
- Foster a positive and engaging work environment that promotes employee morale and productivity.
- Implement strategies to enhance employee engagement and communication.

HR Operations & Compliance:

- Oversee all HR operations, including payroll, benefits administration, and employee relations.
- Ensure compliance with UAE labor laws and regulations.
- Improve and streamline HR processes and procedures.
- Lead and mentor the existing HR team, fostering their professional growth.

RCT Trading Co LLC -Dubai United Arab Emirates. (Jan-2010 – Sept-2022)

HR generalist/Administrator.

- **Recruitment and Staffing:** Identifying staffing needs, creating job descriptions, conducting interviews, and facilitating the hiring process.
- **Employee Onboarding:** Designing and implementing orientation programs to help new hires acclimate to the company culture and processes.
- **HR Strategy:** Aligning HR initiatives with organizational goals and contributing to overall business strategy.
- **Performance Management:** Establishing performance evaluation systems, conducting reviews, and providing feedback to employees.
- **Employee Relations:** Addressing employee grievances, fostering a positive workplace environment, and promoting effective communication.
- **Compliance:** Ensuring adherence to labour laws, regulations, and organizational policies to mitigate legal risks.
- **Workforce Planning:** Culture and Engagement: Promoting company values, employee engagement initiatives, and diversity and inclusion efforts.
- **Training and Development:** Assessing training needs, coordinating training programs, and supporting employee career development.

DEBT COLLECTOR RESPONSIBILITIES:

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
- Handle questions or complaints
- Investigate and resolve discrepancies
- Create trust relationships with debtors when possible to avoid future issues
- Update account status and database regularly

RELIANCE REAL ESTATE. -DUBAI UNITED ARAB EMIRATES._

March-2007 –Nov-2009

HR/Administration: LEASING EXECUTIVE:

- Handling and processing contract preparation of New Tenants (from booking, possession, etc.) Dealing to all Tenants vacating the property and making sure all the requirements are followed, and important documents are submitted.
- Maintaining all records and files of Tenancy Contracts and other documents pertaining to rents and contract systematically.
- Monitoring the status of rental payments of Tenants and coordinating them with the Accounts Department & Manager. Follow-up unpaid rent of Tenants as well.

EDUCATION & PROFESSIONAL CREDENTIALS

S.NO	START DATE	END DATE	UNIVERSITY	COURSE	PERCENTAGE	TOTAL YEAR
1	2006	2009	William Carey University	BBA	67%	3

Ashirvadama Kallu

Mobile: +971566682332 email: ashriwad13@gmail.com

[linkedin.com/in/ashirwad-kallu-148644ba](https://www.linkedin.com/in/ashirwad-kallu-148644ba)

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	Employment visa
5	Notice Period	Immediately available
6	Driving License	UAE
7.	Language	English, Hindi, Arabic- Conversation, Tamil, Malayalam, Tamil

Ashirvadama Kallu

