
SHUBHAM AGRAWAL

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PROFESSIONAL SUMMARY

Experienced HR professional with 7+ years of experience driving HR initiatives, improving employee experience, and optimizing HR operations. With expertise in HR systems management, data analysis, and process improvement. SAP HCM certified, Skilled in collaboration, communication, and change management, with a strong passion for driving HR excellence and business success.

SKILLS

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|------------------------------------|------------------------------|
| • External Recruitment | • JAFZA |
| • Candidate Sourcing | • Active Listening |
| • Problem Solving | • Job posting optimization |
| • Social media recruiting | • ERP system management |
| • Behavioral interviewing | • On-Boarding Process |
| • SAP S4 HANA | • Teamwork and collaboration |
| • Documentation and record-keeping | • Recruitment and hiring |

WORK HISTORY

HR Executive, 03/2024 - Current

Cara Jewellers FZCO – Dubai, UAE

- Screening profiles, conducting primary interviews, arrange other assessment rounds and coordinating with the panel of the interviewers
- Managed attendance records and ensured compliance with company policies.
- Involved in recruitment process for various roles across the organization, ensuring high-quality hires.
- Coordinated visa processing for international employees and ensured compliance with regulatory requirements
- Established long-lasting relationships with external recruitment agencies, expanding candidate reach and improving efficiency.
- Partnered with HR team to develop comprehensive onboarding programs, facilitating smooth transitions for new hires.
- Responsible for providing all kinds of letters to the employees like Offer, Appointment, Relieving, Salary Increment and Promotion Letter etc.
- Ensuring that the joining formalities of new recruits such as joining forms, issue of ID cards, etc. are completed on time.
- Maintained accurate and up-to-date documentation and records
- Implemented and managed ERP systems for HR operations
- Participating in HR policies formulation & revision of the same, such as leave, compensatory off, employee referral scheme, recruitment etc.

HR Coordinator, 10/2021 - 03/2024

Gyma Food Industry – Dubai, UAE

- Prepared all on-boarding information required for recruits, including workplace manuals, training documents and contracts
- Managed the hiring processes within the company, dealing with matters including writing adverts, reviewing CVs, interviewing and selecting candidates
- Facilitated new hire on-boarding programmed by scheduling training initiatives, resolving issues and processing paperwork
- Collaborated with hiring managers to determine job requirements and understand departmental needs.
- Implemented continuous improvement initiatives in the talent acquisition process based on feedback from candidates, hiring managers, and other stakeholders.
- Organized recruiting events, such as career fairs and networking sessions, to increase company visibility within target markets.
- Facilitated a smooth onboarding process for new hires by collaborating with HR partners to prepare necessary paperwork and orientation materials.
- Reduced time-to-fill metrics by optimizing the interview scheduling process and maintaining strong relationships with candidates throughout their journey.

Assistant HR & Implant Executive, 09/2020 - 10/2021

Quess Corporation Ltd – Rudrapur, India (Client Location at Schneider Electric)

- Maintained smooth operations through careful management of office workflow and administrative processes
- Managed team performance, celebrating successes and identifying areas to improve
- Answered frequently asked questions from applicants and employees about standard policies, benefits and other HR related processes
- Prepared all on-boarding information required for recruits, including workplace manuals, training documents and contracts
- Set up meetings, appointments and conferences for employees to discuss announcements and developments
- Involved in recruitment process and employee motivation and training

HR Assistant & Admin, 07/2017 - 08/2020

Institute Of Industrial Fire & Safety Management – Bazpur, India

- Handled employee enquiries and complaints, escalating issues to managers when needed
- Updated records with employee status, personal information and agreement term changes
- Completed new joiner onboarding documentation and reference checks
- Calculated and recorded monthly staff salaries and contractor payments
- Coordinated staff meetings, booking appropriate spaces and communicating invites
- Analyzed student attendance patterns, spotting concerning behavior to quickly implement solutions
- Set up meetings, appointments and conferences for employees to discuss announcements and developments
- Updating database and preparation of personnel file for new joiners.
- Responsible for the new recruits such as joining forms, issue of ID cards, etc. are completed on time

EDUCATION

Master of Business Administration
Swami Vivekanand – Meerut

Bachelor of Arts
Kalinga University - Raipur

Senior Secondary
Government Inter College – Bazpur

CERTIFICATIONS

- Certified Naukri Gulf Recruiter from Naukri Gulf
- ChatGPT
- Code Of Conduct
- Data Privacy and Data Classification
- SAP HCM (S4 HANA)

INTERNSHIP

SAP HR Training and Internship
Kodakco Pvt Ltd – Dubai, UAE

- Created Organizational Management, Personnel Administration, Time Management and payroll
- Created Client, Company Code, Personnel Area, Personnel Sub Area, Employee Group and Employee Subgroup
- Organizational Structure, Payroll Area, Wage Types, Info Types

LANGUAGES

- English
- Hindi
- Punjabi

PERSONAL INFORMATION

- Nationality: INDIAN
- Visa Status: Employment Visa
- Marital Status: Single