

# SHREYAS DAVE

## Human Resources Professional

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Muscat, Sultanate of Oman



### CORE COMPETENCIES

- Ability to develop and lead HR function as a “Strategic Partner” by understanding the business process and operations and not limiting it merely to the functional perspective.
- Sound Knowledge of Oman Labour Law and Statutory Compliance Processes for Labour Clearance, Labour Card Renewal, New Visa Applications and Visa Renewals, New Resident Cards and Renewals etc.
- Positive, ‘can-do’ attitude and willingness to explore all possible avenues for the attainment of specific organizational & functional objectives.
- Possesses excellent people management and leadership skills for motivating subordinates / colleagues for the achievement of the common organizational goal by establishing professional credibility and a role model approach.
- A strong believer of professionalism and behaviour in dealing with subordinates, colleagues, superiors, customers etc.
- Effective communication and inter-personnel skills.
- Commitment to continuous development through continuous learning.

### KEY SKILLS

- Manpower Planning
- Manpower Budgeting
- Talent Acquisition
- Training and Development
- Employee Life cycle management
- Performance Management
- Succession Planning
- Labour Law and Statutory Compliance
- Grievances Redressal

### WORK EXPERIENCE

#### HR Operations Manager

Jan 2010 - Present

#### Al Tasnim Group, Muscat, Sultanate of Oman

(A leading Civil, Oil & Gas Contracting and Construction Product Manufacturing Company of Sultanate of Oman)

- Responsible for leading and overseeing pivotal HR functions like Manpower Planning & Budgeting, Talent Acquisition, HR Statutory Compliance, Training & Development, Employee Life Cycle Management, Employee Retention, Succession Planning etc. through a team of 17 employees.
- Accountable for Formulating / restructuring and implementing various HR policies and procedures within the organization.
- Conceptualizing, developing and implementing Transformational HR Digitalization Projects for various HR processes.
- Updated knowledge of Oman Labour Law and Labour Laws and processes of other GCC countries.
- Taking care of all legal and other statutory matters in consultation with various consultants.
- Presently working in a full-fledged SAP environment including Axpert & Omni Flow.

#### Achievements

- Achieved and managed Recruitment and on boarding of 10000 additional employees in the year 2018.
- Lead the HR Operations Helpdesk team with over achieved turnaround time (TAT) of 12 hours and 36 seconds.
- Acted as a positive change agent to foster a positive workplace culture by addressing employee concerns, conflicts and grievances. Managed one of the change management assignment with 99.5 % success rate.

**Head - (Human Resources)****Dec 2007 – Jan 2010****GRUH Finance Limited, Ahmedabad.****(A Subsidiary of HDFC Limited and a leading Housing Finance Company of India)**

- Corporate Service Head (CSH) and a part of Senior Management Team reporting to Managing Director.
- Responsible for Planning and Implementation of HR - related activities at 91 Retail Offices across India in a centralized HR environment.
- Executing all HR functions like Talent Acquisition, Induction, Training & Development, Performance Management, and Employee Motivation etc.
- Arranging and implementing training programmes at corporate Office for staff members joined in each quarter.
- Was responsible and played a pivotal role for committee finalizing the quarterly incentive payment and variable Pay linked to the performance, annual increments based on appraisals, Leave Encashment, Full & Final payments etc.
- Taking care of all legal and other statutory matters in consultation with various consultants.

**Manager-HR (All India Operations)****Dec 2004 – Dec 2007****Landmark Group, Ahmedabad.****(Honda Authorised exclusive dealership & Largest Corporate Insurance Agent for Allianz Bajaj)**

- Was Pioneer in setting up HR department including designing and implementation of policies and procedures for maintenance of personnel records, policy for Talent Acquisition, Performance - linked appraisal system, exit interview etc.
- Centralized HR Head for all branches situated across India.
- Responsible for Talent Acquisition, Induction, Training & Development, Performance Management, Employee Motivation etc.
- Coordinating with parent company HONDA for implementation of HR policies at the dealership.
- Monitoring the administrative functions like Time office, Security, Housekeeping etc.
- Arranging and implementing training programmes as per the guidelines of parent company HONDA.
- Liaising with government as well as various consultants for statutory compliance.

**Officer (HR & Admn.)****Dec 2001 – Nov 2004****Business Standard Ltd, Ahmedabad****(Publisher of a second largest financial newspaper of India and a Kotak Mahindra Group Company)**

- Responsible for overall HR and Administration activities at Branch Level
- Assisting in Talent Acquisition, Selection, Orientation, Performance appraisal etc.
- Organizing / arranging in-house training programmes for imparting training to branch employees.
- Coordinating daily administrative matters with subordinates as well as different branch heads and reporting to the management.
- Procurement / Maintenance of assets, equipment & furniture such as Air Conditioners, EPABX, Xerox, Fax etc.
- Maintenance / Renewal of Annual Maintenance Contract for office equipment.
- Management of travel booking / stay arrangements for guests, visitors, and other officials from any other branch as well as from the Corporate office.
- Liaising with various Government Agencies for statutory compliance.

**Officer – P & A****Oct 1998 – Dec 2001****Sambhaav Media Ltd., Ahmedabad****(A Leading Publication House of Gujarat)**

- Managing the administrative & Support functions like office maintenance, front office, housekeeping, security etc.
- Looking after the maintenance of communication systems and activities related to post and courier services.
- Implementation of a system for purchases of all consumables required for day – to – day activities.

- Managing / planning for corporate expenses such as Diwali Gifts, Greetings Cards, New Year Diaries etc.
- Extending required administrative support for arranging Exhibitions, Seminars, Trade Shows for the promotion of Company Products.
- Registration of Company vehicles and other matters related to insurance of Company assets and equipment.
- Statutory compliance.
- Overall maintenance of Company establishments such as office premises, guest houses etc.

**Executive - HR**

**Aug 1996 – Oct 1998**

**Trend Impex Pvt. Ltd., Ahmedabad**

- Time office management
- Inventory Control
- Management Information System Reporting.

## **KEY ACHIEVEMENTS**

- Received “Certificate of Appreciation” from the Managing Director for acting as a “Role Model” in “Covid – 19 Combat Plan Management” at Al Tasnim Enterprises LLC.
- Successfully formulated and implemented Casual leave policy in the organization.
- Reviewed and made compulsory “Exit Interview” practice and thereby made an effort to reduce the “Employee Turnover”.
- Adopted employee-friendly attitude by implementing proactive culture.
- Established the HR setup at Landmark Group.
- Some of the HR policies were appreciated by parent company HONDA in their in-house magazine.
- The dealership was rated as the best dealership in Western Region from the HR perspective.
- Successfully established and implemented an electronic punch card system at all the branches.
- Implemented a centralized payroll system in the organization.
- Executed Quiz programme “Know Your Company” for improving employee involvement / engagement at Business Standard Ltd.

## **EDUCATIONAL DETAILS**

- Post Graduate Programme in Industrial Relations and Personnel Management (IRPM) from Bhartiya Vidya Bhavan’s H. B. Institute of Communication & Management - B Grade
- B.Sc. (Electronics) from R. G. Shah Science College - 62%
- Diploma in Computer Programming - A+ Grade

## **PERSONAL DETAILS**

Name : Shreyas Arvindbhai Dave  
 Address : 20/1, Amrut Apartments, Damubhai Colony, Vasana, Ahmedabad, Gujarat, India  
 Date of Birth : August 6<sup>th</sup> 1974  
 Marital Status : Married  
 Languages Known : English, Hindi, Gujarati, Arabic (Intermediate)  
 Hobbies : Reading, Playing Cricket  
 Passport No. : B – 9018427 (Valid Till 04.03.2034)