



MILAN MATHEW

 License: UAE & India

AREAS OF EXPERTISE

- HR Start-up
- HR Budget
- HR Policies & Procedures
- Recruitment & Resourcing
- HRMS/ HRIS
- Payroll Management
- Compensation & Benefits
- Performance Management
- On-boarding & Training
- Leave Management
- Employee Relations
- Employee Retention
- UAE Labor Law
- Exit Interview
- EOSB process

LANGUAGES

- English (Advanced)
- Malayalam (Native)
- Hindi (Intermediate)
- Tamil (Intermediate)
- Arabic (Beginner)

PROFILE

With a robust foundation of 15 years in the Human Resources domain, my career has been marked by extensive experience within the dynamic UAE market, particularly in the Manufacturing, Joinery Fit-out & Interior designing, and Logistics sectors. My tenure in these industries has honed a deep understanding of the strategic and operational aspects of HR, positioning me as a seasoned professional adept at navigating the unique challenges and opportunities these fields present.

WORK EXPERIENCE



Group HR (Interior Fit-out & Manufacturing) Dubai, UAE
Polaris & Vedas International Industries LLC
June 2024–May 2025



HR & Admin (Logistics Industry) Dubai, UAE
First Flight Couriers Middle East LLC
July 2018–April 2024



HR & PRO (Steel Manufacturing) RAK, UAE
Asian Ispat FZ LLC
Aug 2010–March 2018

DUTIES & RESPONSIBILITIES

i.) HR ADMINISTRATION

- ◆ Manage the Talent Acquisition Process - sourcing, screening, interviewing, and hiring of qualified job applicants.
- ◆ Monitor and ensure the organizations compliance with local government employment laws and regulations and recommend best practices; review and modify policies and practices to maintain compliance.
- ◆ Reviewing the job descriptions for all positions and updating them in consultation with the respective managers.
- ◆ Facilitating newcomer's formalities and giving induction training.
- ◆ Maintain training records and assist with training initiatives.
- ◆ Resolve escalated grievances, relations issues and complaints and conduct investigations.
- ◆ Oversee the Performance Process – Probation evaluations, Annual Appraisals and improvement plans.
- ◆ Preparing of data analysis reports, MIS reports.
- ◆ Preparing all relevant Circulars, Memos, Warning, HR letters, documents/ certificates and filing it in to employee records.
- ◆ Oversee the data in HRMS ensuring that all details are updated.
- ◆ Conducting the Suggestion scheme meetings with the department Heads.
- ◆ Monitoring of Appraisal based on performance, qualification and experience.
- ◆ Prepare and manage the HR budget. Ensure that all manpower needs, and employee initiatives are managed within the annual HR budget.
- ◆ Conducting Exit Interviews and evaluating the attritions and retentions.

TECHNICAL SKILLS

- HRMS
- Payroll processing
- MS Word
- MS Excel
- MS Power Point
- MS Outlook
- Data Analytical Reports
- MIS reports
- MOHRE
- GDRFA portals

EDUCATION CREDENTIALS

- B. Com with Computer Application – Mahatma Gandhi University

PERSONAL DOSSIER

- UAE Experience: 15 years
- Nationality: Indian
- Marital Status: Married
- VISA: Residence
- Driving License: UAE & India

ii.) GENERAL ADMINISTRATION

- ◆ Monitor and ensure timely VISA/ Work permit and cancellations are processed and coordinating with the PRO for renewals of Licenses & Certificates.
- ◆ Monitoring of office utilities/ inventory & first aid requirements.
- ◆ Ensuring office, factory, accommodation, and premises are well maintained by guiding the housekeeping team.
- ◆ Oversee the end-to-end administrative activities such as food management, office space allocation and travel management.
- ◆ Coordination with the management for the daily routine schedule.
- ◆ Assigning the duties to Drivers and as well as the security.
- ◆ Arranging Air Tickets as per the requirement of Management & Employees.
- ◆ Taking care of various Insurance policies as per the requirement which includes Medical, Group Life, Factory, Fleet, etc.

iii.) PAYROLL ADMINISTRATION

- ◆ Supervising the savior system and make sure all employees are marking their attendance accurately.
- ◆ Maintaining all the attendance, leave records, absent reports & overtime records.
- ◆ Opening bank accounts for employees for processing salary through WPS.
- ◆ Accurate and timely processing of Payroll, End of Service Benefits and Leave salary.
- ◆ Issuance of Pay slip, Salary Certificates, Experience Certificates, etc.
- ◆ Maintain records of payroll transactions, including new hires, terminations, promotions, and salary changes.
- ◆ Manage the Annual Bonus and Compensation revision cycle, ensuring salaries are in line with the pay policies and guidelines.

KEY ACHIEVEMENTS

- ◆ Successful set up of HR Department. Efficiently structured and digitalized the key processes within department.
- ◆ Developed and implemented HR Policies and Procedures in line with the UAE Labor Law.
- ◆ Designed and developed performance improvement plan by engaging in team job activities.
- ◆ Functioned with Group CEO to design a new benefit and grading structure.
- ◆ Recruited and on boarded over 200 employees with no recruitment fee.
- ◆ Spearheaded employee Rewards and Recognition Programs.
- ◆ Formed and managed employee's cultural group to organize and support cultural events like disaster relief support, annual staff celebration, Iftar party, employee send off and birthday celebrations of staff.

DECLARATION

I hereby declare that all the information mentioned above is correct to best of my knowledge. References will be provided whenever and wherever required.


Milan Mathew