



**Viji K. VIJAYAN**  
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Chennai, India

## 12 YEARS OF PROFESSIONAL EXPERIENCE

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1) National Health Insurance Co., DAMAN	HR Officer, Talent Acquisition	Mar 2017 till June 2020
2) China Petroleum Engineering & Const Corp	Talent Acquisition & On Boarding Officer	Dec 2014 to May 2016
3) Constructora Sanjose, Abu Dhabi	HR Officer	Dec 2013 to Dec 2014
4) Telford International Ltd., Abu Dhabi	Project Service Coordinator	Aug 2011 to Dec 2013
5) Hexa Oil & Gas Co. Abu Dhabi	HR Officer	Mar 2010 to June 2011
6) ANZ Banking Group Ltd., India	Recruitment Coordinator	Jul 2006 to Aug 2008

## COMPETENCE (SKILLS AND KNOWLEDGE):-

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- Proficient in Microsoft Office
- Proficient in Ramco and Oracle Fusion system
- Proficient in using job portals like LinkedIn, Naukri etc
- Knowledge in HR Services System
- Skill in problem analysis and resolution

## POSITION HANDLED:-

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### HR Officer, Talent Acquisition (National Health Insurance Co., DAMAN )

- Responsible for sourcing potential candidates through online channels (social platforms and professional networks)
- Plan interviews and selection procedure, including screening calls, assessment centres and in person interviews.
- Coordinating with hiring managers to identify staffing needs.
- Oversee mobilisation and On Boarding for new recruits, also internal transfers/promotions for existing employees.
- Maintaining relationships, working with the Senior Managers, VP's and Directors for timely and accurate hiring.
- Preparation of offer & contracts to selected candidates and finalise the hiring process.
- Review job description and interview questions that reflect each positions requirements.
- Organise and attend job fairs and recruitment events.
- Forecast quarterly and annual hiring needs by department.
- Consult with managers on performance management (including performance issues, disciplinary processes and terminations, etc.), staffing plans, key selection decisions and strategies, compensation plans and other issues.

### Talent Acquisition & On Boarding Officer (CPECC, Iraq Branch-Abu Dhabi)

- Responsible for sourcing, short listing candidates directly, through job portals, referrals, networking, head hunting & advertisement in both online and print media and complete recruitment screening, perform reference /background check, manage interview process and rolling out offers, negotiation and handholding the candidates till they are on board.
- Conduct HR interview and participate in technical interviews with the functional department personnel during recruitment process.
- Arrange and deliver HR inductions for new employees in HR policies and procedures.
- Manage and liaise to maintain HR data base up to date with all records and contributes to the management of the electronic filing system.

- Create and maintain job posting on internal applicants tracking system and internet job board.
- Manage and liaise all performance and competence assessments as appropriate during the time of employment and hiring.
- Participate in performance assessments with the department managers for evaluating the process and where needed.
- Participate in salary reviews with the functional managers.
- Monitoring and tracking of probation evaluation reviews and the annual performance evaluation process.
- Handling leave records of employees and record of tickets, rotation leave, travel allowances etc.
- Liaising with Government Relation team for issuance of visas for new staff and sending renewal notification to the employees.
- Handling payroll of International Staff and coordinating with the HR Manager in finalizing the salary.
- Coordinating with the Medical Insurance Provider for yearly renewal of insurance and claiming procedures.

#### **HR Officer (Constructora Sanjose, Abu Dhabi)**

- Focal point of contact with the new joiner during their mobilisation / on boarding process.
- Coordinate with Benefits Providers (medical and life insurance) to enrol/exclude employees, and assist employees with their claims/queries.
- Ensure that all necessary documents for visa processing of new recruits is received and liaise effectively with PRO's to ensure visa processing is done in a timely manner.
- Monitor staff performance & attendance & provide advice and recommendations on disciplinary actions.

#### **Project Service Coordinator (Telford International, Abu Dhabi)**

- Recruitment of all positions from Senior Management level to Supervisory level with special emphasis on Oil & Gas sectors.
- Sourcing candidates as per the position requirements from the clients and screening sourced candidates and short listing the best talent for technical interview.
- Issue Offer letters / Employment contracts / Service agreements/ Corresponding Letters (NOC / Termination / Amendments etc.) for the direct hire candidates.
- Coordinating with the clients and candidates for proper mobilisation of the candidates.
- Prepare & evaluate the technical & commercial offers, undergo price bid analysis and provide recommendations to Branch Manager for finalisation.

#### **EDUCATION QUALIFICATION:-**

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- Completed MBA (HRM) from Christ College, (Under Pondicherry University) Bangalore, India in Feb 2010.
- Graduated in B.A (Communicative English) from CMS College, Kottayam in the year 2003-2006, Kerala, India.

#### **TRAININGS & PLUS POINTS:-**

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- Labor & Employment Law in UAE- Conducted by Informa Trainings
- Conducting Effective Appraisals- Conducted by Spearhead Training
- Recruitment, Interviewing and Selection Training- Conducted by Meirc Training & Consultant
- Essential Skills for the HR Professional-Conducted by Meirc Training & Consultant
- Attended seminars on HR Performance Management, Personality Development, Effective Communication Skills & Presentation Skills.
- Possess strong time & human resource management skills with ability to social administration at all levels of business.
- Integrity and approachability, as managers and staff must feel able to discuss sensitive and confidential issues.
- Ability to interact effectively with people from all levels of management.
- Good interpersonal and communication skills.

#### PERSONAL DETAILS:-

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Nationality	: Indian
Date of Birth	: 30 <sup>th</sup> December 1985
Marital Status	: Married
Languages	: English, Hindi, Malayalam & French