

NIDIYA BHASKARAN

SENIOR HUMAN RESOURCE

Experienced Senior HR professional with 4+ years of expertise in talent acquisition, employee relations, and performance management. Skilled in streamlining recruitment processes, implementing effective HR policies, and cultivating a positive work culture. Possessing a postgraduate degree in HR and Finance, I bring a unique blend of people management and business strategy knowledge. Seeking an opportunity to contribute skills to a dynamic organization that prioritizes growth and innovation.

Work History

2024-07 -
Current

HR Executive

Quad Dream Scaffolding Contracting LLC, DUBAI, UAE

- Managed end-to-end recruitment processes for crew members and shore-based staff, ensuring compliance with maritime employment standards.
- Facilitated communication between crew and management, addressing concerns and maintaining a healthy work environment on and off the ship.
- Ensured HR policies and practices complied with international maritime regulations and company policies.
- Coordinated and managed employee training programs, focusing on safety and regulatory compliance.
- Handled performance appraisals, provided feedback, and ensured continuous improvement through effective performance management.
- Scheduled VFS appointments and managed visa processing and application handling.
- Downloaded, verified, and processed visas for crew members and shore-based employees.
- Handled passport documentation and cross-checked details for compliance.
- Managed training programs such as H2S and TBOSIET for crew members.
- Handled certificate transfers and ensured timely renewal for employees.
- Applied for CDC (Seaman Book) and ensured compliance with maritime regulations.
- Issued STCW certificates for seafarers to meet international standards.
- Posted job vacancies on recruitment platforms, including Dubizzle, Naukri Gulf, Indeed, and LinkedIn.
- Sourced and screened candidates, ensuring the right fit for maritime and shore-based roles.

2023-02 -
2024-04

HUMAN RESOURCE MANAGER

EBENEZER GROUP OF INSTITUTION

- Managed the end-to-end hiring process, including sourcing, screening, interviewing, and onboarding candidates to ensure talent acquisition aligns with institutional goals.
- Processed payroll accurately and timely, ensuring compliance with statutory deductions and organizational policies.
- Developed, updated, and implemented HR policies, systems, and procedures to enhance operational efficiency and regulatory compliance.
- Maintained comprehensive employee records, including personal details, performance reports, attendance, and



Contact

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Skills

Recruitment & Talent Acquisition

Payroll & Compensation
Management

Employee Relations & Conflict
Resolution

UAE Labor Law & Compliance
Performance Management (KPI,
Appraisals)

HR Policies & Documentation
Training & Development
Programs.

Grievance Handling &
Disciplinary Actions

HRMS & Payroll Software (Zoho,
Workday)

Visa appointment & Processing

ERP software systems

HRIS Management

disciplinary actions.

- Addressed employee grievances and complaints, ensuring fair and consistent resolution in line with institutional policies.
- Conducted performance reviews to evaluate employee productivity, set goals, and provide constructive feedback for professional growth.
- Designed and facilitated training and development programs to enhance employee skills and institutional effectiveness.
- Managed conflict resolution processes by mediating disputes and promoting harmonious working relationships.
- Implemented employee welfare activities, including health programs, recreational activities, and well-being initiatives.

2022-02 -
2023-01

RECRUITER

SUNRISE BIZTECH SYSTEMS

- Manage all phases of recruitment, including defining hiring management needs, posting positions, screening resumes, conducting interviews, and extending job offers.
- Support employee relocation by assisting new hires with housing arrangements, school registrations, and community integration.
- Handle HR management aspects in recruiting, including workforce planning, compliance, and onboarding processes.
- Oversee operational management of recruitment workflows, ensuring timely and efficient hiring processes.
- Coordinate the regional compensation workshop, analyzing market trends and salary structures to support competitive hiring strategies.
- Implement leadership development programs to nurture talent and build future company leaders.
- Communicate effectively with candidates, hiring managers, and internal teams through strong verbal and written communication skills.
- Negotiate job offers, salary packages, and employment terms with potential hires to secure top talent.
- Ensure accuracy in job postings, resume screening, and interview records through attention to detail and thorough documentation.
- Assess candidates' qualifications, experience, and cultural fit with the company using analytical skills and behavioral assessments.
- Utilize Applicant Tracking Systems (ATS) to manage candidate pipelines, track application statuses, and streamline recruitment workflows.
- Leverage job portals such as LinkedIn, Indeed, and Naukri to source and attract top talent.

Education

2022	MBA: HR & Finance <i>Nehru College of Management - India</i>
2019	BBA: Aviation Management <i>Nehru College of Aeronautics And Applied Sciences - India</i>

Internship

Airport Authority of India - 25/03/2019 - 05/04/2019

Technical Skills

Microsoft Excel
Microsoft word
Microsoft Power point
Microsoft Outlook
Microsoft Teams
Presentation
Zoho
Recruitment ATS
Scheduler

Languages

English
Hindi
Malayalam
Tamil

Personal Details

Nationality: Indian

Marital Status: Married

Visa Status: Spouse Visa

Gender: Female

Certification

- Customer Service - IATA
- CRS "Enter the World of Amadeus"
- Best employee of month at Ebenezer groups

Projects

MBA Project - Empirical Power of Employees in HR

BBA Project - An Empirical study on Customer complaints in Indigo"