

# SHEEBA ALEX

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## PROFESSIONAL SUMMARY

Seasoned HR leader with over 13 years of international experience across the UAE, Canada and India. Skilled in driving HR strategy, people operations and organizational development in hospitality, logistics and energy sectors. Adept at aligning HR practices with business goals, improving workforce performance and ensuring compliance with labour laws and global HR standards. Recognized for building high-performing teams, leading change initiatives and fostering inclusive employee-driven cultures. Brings strong expertise in HR business partnering, policy development, performance management and end-to-end HR operations.

## CORE COMPETENCIES

Employee Relations & Compliance | Workplace Investigations | HR Strategy & Business Partnering | Talent Acquisition & Retention | Performance Management | Compensation & Benefits | Organizational Development | HR Policies & Governance | HR Operations | Employee Engagement | HRIS & Analytics | Change Management | Workforce Planning

## PROFESSIONAL EXPERIENCE

### HR Business Partner

The Sutherland Group

*Apr 2025 - Nov 2025  
British Columbia, Canada*

- Partnered with senior leadership to align HR strategy with business goals and support workforce planning, restructuring and succession planning
- Ensured compliance with the Employment Standards Act, Human Rights Code and OHS Act through updated policies, training and consistent application
- Led employee relations by coaching leaders on conflict resolution, workplace investigations and fair disciplinary processes
- Strengthened safety culture by working closely with the Safety team on incident reporting and WSIB return to work coordination
- Supported change initiatives by guiding leaders through communication planning, role transitions and team alignment to ensure smooth implementation
- Drove performance management and leadership development to support growth for frontline and management teams
- Led HR projects that improved onboarding, performance reviews and engagement programs, resulting in a smoother employee experience
- Improved engagement and retention through recognition programs and feedback initiatives
- Advised on recruitment strategies including role design, selection and hiring to build high performing teams
- Used HR metrics and workforce analytics to support decisions, identify trends and improve retention

### Senior HR Manager | Advisory

Dorf Ketal Chemicals India Ltd.

*Oct 2023 - Jan 2025  
Calgary, Canada | Mumbai, India*

- Directed HR operations across regions covering talent acquisition, employee relations, payroll, compensation and compliance with labour laws
- Partnered with executives on HR strategy, workforce planning, restructuring and succession initiatives
- Developed and implemented HR policies, handbooks and procedures to support consistency and compliance
- Managed employee and union relations including grievances, conflict resolution and contract interpretation
- Strengthened HRIS and digital processes by using analytics for turnover, retention and workforce planning insights
- Designed onboarding, engagement and retention programs that improved employee experience
- Built leadership capability through coaching, training and development pathways
- Implemented recognition initiatives that supported culture building and performance

## HR & Benefits Administrator

Brandt Group of Companies

Jun 2022 - Oct 2023

Regina, SK, Canada

- Managed benefits programs including health insurance, STD and LTD, RRSP enrolments, WCB claims, vacation and PTO with accuracy and compliance
- Responded to employee queries on benefits, insurance and retirement plans to improve understanding and engagement
- Maintained HRIS and SharePoint records with high accuracy and supported payroll updates with zero discrepancies
- Coordinated recruitment tasks including resume screening, reference checks and new hire documentation
- Organized training logistics, safety awareness sessions and access management to support smooth operations
- Introduced wellness initiatives and worked with vendors to enhance benefits programs, reduce costs and boost employee satisfaction
- Monitored HR processes to ensure compliance and maintain accuracy across all employee records and benefits
- Supported process improvements that reduced administrative errors and improved turnaround times for employee services

## Head of Human Resources | Generalist

SUBA Group of Hotels & Coldrush Logistics

Sep 2015 - Apr 2022

India & Dubai

- Directed full-cycle recruitment, onboarding, payroll and compensation management while ensuring statutory compliance
- Oversaw HR operations in Dubai hotels and ensured adherence to local labour regulations and corporate policies
- Designed and implemented HR policies covering performance management, disciplinary actions, workplace conduct and equal opportunities
- Partnered with business leaders on workforce planning, succession strategies and organizational restructuring
- Managed employee relations, grievances, disciplinary actions and union negotiations
- Led workplace investigations, induction, training, leadership development, promotion, recognition and pay reviews
- Maintained HRMIS, attendance systems and employee records while supporting engagement and welfare programs

## HR Manager | Generalist

Integra Finserv

Jun 2011 - Aug 2015

Mumbai, India

- Managed recruitment, onboarding, payroll and employee engagement
- Implemented HR policies and ensured compliance with labour laws
- Supported manpower planning, HR reporting and retention efforts
- Improved satisfaction through clear communication and recognition programs

## EDUCATION & CERTIFICATIONS

Degree / Certification	Institution / Status	Year
Employee Relations & Investigations	Cornell University (USA)	2025
Certified HR Analytics & Metrics Professional	Middle Earth HR	2022
PG Diploma in Labor Law	University of Mumbai	2017
MBA   HR & Finance	Mahatma Gandhi University	2011
Bachelor of Commerce (Degree)	University of Mumbai	2009

## ADDITIONAL DETAILS

- Languages: English, Hindi, Malayalam & Marathi
- Availability: Immediate
- Visa Status: Visit Visa
- Preferred Roles: HR Business Partner, HR Manager, HR Generalist, HR Operations