




# Rekha Menon

Sharjah, UAE   
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reksrraj@gmail.com 

Human Resources Generalist with 17+ years experience of assisting with and fulfilling organisation staffing needs and requirements. A proven track record of using my excellent personal, communication and organisation skills to lead and improve HR departments, recruit excellent personnel and improve department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently

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## Experience

2021 – 2022

**Human Resources Officer/Solico Contracting Co. Ltd. LLC, Dubai, UAE**

- Review, update and revise company hiring practices, holiday and other human resources policies to ensure compliance with OSHA and all local, regional and national work regulations.
- Processing visa and Emirates ID of all employees including labours. Maintaining records of all employees and labours visa and ID details.
- Maintaining all employees' passports, processing new joiners' offer letter.
- Preparing increment letters timely as per management update. Keeping track of employees and labours attendance and updating to payroll for salary process.
- Initiating medical insurance of all employees. Processing relieving and experience letter of employees.
- Follow up of insurance company's payment as per the invoice and timely updating to finance. Keeping track of public holidays and updating to site and head office accordingly.

2014 – 2017

**Human Resources Manager/Best Alternative Outsourcing Services LLP, Mumbai, India**

- Headed the recruitment outreach to prospective employees.
- Managing meetings with senior management and CEO regarding employee growth and company profit.
- Managing shop & establishment renewal & attending meeting with external authority (BMC). Managing the staff increment and bonus.
- Organised and conducted several meetings to attend to and resolve employee queries. Completing exit formalities of employees.

2007 – 2014

**Assistant Human Resources Manager/Wipro Ltd, Pune, India**

- Managing team members and keeping track of task completion on time.
- Ensuring employees salary issues are sorted timely by taking necessary actions.
- Managing all rent agreements from start to renewal process. Auditing staff local conveyances & travel expenses.
- Ensuring instant action with regards to client concerns if any by directly involving with clients.
- Arranging meetings with management team for employee benefits and growth in their career.
- Managing rewards program like RARE & APPLE program to encourage and appreciate employees

2001 – 2007

**Human Resource Assistant/Wipro Ltd, Pune, India**

- Handling entire recruitment of different profiles, taking induction and training of new hired staff.
- Rolling out appointment letter with company assets to employees.
- Taking care of staff transportation.
- Ensuring timely delivery of salary for the employees.

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## Skills

Proficient with MS office • Team player • Excellent time management skills • Conflict Management • Public Speaking • Data analytics

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## Education

1998 - 2000

**Bachelor of Commerce/Gujarat University, India**

2011 - 2013

**Masters in Business Administration -Human Resource Management/ AIMES, Baroda, India**

2017

**Certified in German Language/Gujarat Vidyapith, India**

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## Personal Details

Marital Status	:	Married
E-mail ID	:	<a href="mailto:reksrraj@gmail.com">reksrraj@gmail.com</a>
Contact number	:	0564762016
Date of birth	:	05/01/1977
Nationality	:	Indian
Visa Status	:	UAE Resident Visa under Husband's sponsorship
Languages Known	:	English, Hindi, Gujarati, Malayalam & German
Hobbies	:	Singing, travelling, driving & reading books