

RANJITH RAMACHANDRAN

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PROFILE SUMMARY

Senior HR professional with over 16 years of experience in HR Operations, Talent Acquisition and Stakeholder Relations across diverse sectors, including Oil & Gas, IT, Telecom, Infrastructure, and Power Plants. Key achievements include:

- Led the recruitment of over 50 key resources during the COVID-19 pandemic, showcasing exceptional crisis management, talent optimisation, and compliance with labour laws and safety regulations.
- Reduced hiring costs by 80% through strategic recruitment initiatives, leveraging referral programs, and optimizing online job portals while ensuring adherence to HR policies and candidate experience standards.
- Directed large-scale talent acquisition strategies, resulting in a successful recruitment drive that onboarded over 200 resources, minimizing operational downtime at major refineries through efficient workforce management techniques and maintaining a positive working environment.

KEY SKILLS

Talent Acquisition & Strategy | Full-Cycle Recruitment | Workforce Planning & Budgeting | Employee Engagement & Retention | HR Operations & Compliance | Project Management | Data-Driven Recruitment Decisions | Stakeholder & Client Relations | Performance Management.

PROFESSIONAL EXPERIENCE:

Senior Account Manager (Client Account Management/ Operations & HR)

Jan 2017 – Dec 2024

Brunel Energy, Kuwait W.L.L.

- Acted as the main point of contact between clients and recruitment teams, establishing robust communication channels that improved hiring efficiency and reduced average response time by 20% through effective collaboration.
- Administered the design and implementation of strategic sourcing frameworks, elevating candidate quality through targeted outreach, reducing rejection rates by 15%, and ensuring alignment with HR strategy, organizational objectives, and performance reviews.
- Implemented a rigorous CV screening process that enhanced quality assurance by identifying key qualifications, reducing time-to-fill roles from 14 days to under one week.
- Evaluated key recruiting analytics, HR metrics, and workforce trends, providing targeted recommendations to streamline the hiring process, improve candidate quality by 25%, and support business growth.
- Partnered with senior leadership to design strategic workforce plans, optimize personnel budgets, and address changes in employment conditions, ensuring alignment of staffing strategies with business objectives and compliance with employment law.
- Introduced effective grievance resolution mechanisms, focusing on employee concerns, enhancing job satisfaction, and creating a positive working environment while maintaining HR confidentiality and compliance.
- Conducted performance improvement initiatives, performance appraisals, and KPI tracking, contributing to individual development and talent management.
- Liaised with key stakeholders to ensure HR strategies were aligned with business needs and employment legislation.

Account Manager (Client Accounts & HR)

Aug 2011 – Nov 2016

Applus Velosi – Qatar

- Managed the end-to-end recruitment process, including job posting, interviewing, and selection for diverse roles, ensuring compliance with employment law, HR strategy, and organizational goals.
- Streamlined contract negotiation processes for new hires, enhancing clarity in terms, which resulted in zero disputes during onboarding phases and improved employee satisfaction.

- Developed onboarding programs that increased efficiency by reducing onboarding time by 30%, ensuring smooth integration of new hires into the company while complying with HR protocols and best practices.
- Compiled and delivered detailed weekly and monthly headcount reports, including HR metrics and data analysis, for 8 active projects, enhancing visibility into staffing challenges faced by management during project shutdowns.
- Delivered consistent performance reviews and coaching to new hires, ensuring compliance with company HR strategy and industry standards.
- Conducted employee focus groups to gather insights and improve employee engagement, contributing to talent management initiatives.
- Performed market analysis to ensure competitive compensation and benefits offerings in line with industry standards and employment legislation.

Officer – HR

Nov 2009 - Aug 2011

V – Guard Industries Ltd, India

- Coordinated HR functions including employee engagement, policy implementation, compensation, and compliance with ISO standards and employment law.
- Developed and delivered comprehensive training programs that enhanced employee productivity by 30% over six months, aligning team skills with organizational objectives and HR strategy.
- Managed payroll processing, compensation, and benefits administration, ensuring compliance with labour laws and delivering accurate reports for senior management.
- Conducted focus groups and performance reviews to gather feedback, improve employee engagement, and foster a positive working environment.
- Led the development of job descriptions, induction programs, and career development plans, contributing to overall employee satisfaction and performance improvement.
- Administered exit interviews and analysed feedback to identify trends and opportunities for organizational improvement.

HR Executive

Jul 2009 – Oct 2009

Sitaram Motors, India

- Coordinated HR functions and managed day-to-day HR administration, ensuring compliance with employment laws and company policies.

HR Executive

Sep 2008 – Jun 2009

Manappuram General Finance and Leasing Limited, India

- Assisted with HR administration and recruitment processes, ensuring compliance with employment laws and company policies.
- Contributed to the development and implementation of performance management systems, improving overall organizational performance.

EDUCATION

Master of Philosophy - Specialized in Personnel Management & Industrial Relations

Bharathiyar University, Tamil Nadu, India

Master of Social Work - Specialized in Personnel Management & Industrial Relations

Bharathiyar University, Tamil Nadu, India

Bachelor of Commerce

Bharathiyar University, Tamil Nadu, India