



Shashikiran Y.A.

Talent Acquisition Specialist/ Coordinator

With over 15 years of experience in Human Resources, I have become an expert in navigating the complexities of Middle East recruitment. My expertise lies in developing and implementing HR policies, driving efficient talent acquisition, and fostering strong employee relationships. I am adept at maximizing workforce potential, refining HR operations, and cultivating an environment conducive to continuous professional development. My skills extend to people management, performance evaluation, and executive secretarial responsibilities. As a strategic thinker, I have effectively managed the full recruitment cycle for over 800 candidates, both blue and white-collar, utilizing various channels. My approach includes implementing HR manuals and policy amendments in line with the Labor Law, establishing corporate etiquette, and enhancing strategic HR partnerships. I am proficient in executing Boolean searches, professional portal utilization, and internal database management. My ability to coordinate labor, visa, and onboarding processes ensures seamless integration of talent.

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SKILLS

- Full-Cycle Recruitment
- Talent Acquisition
- HR Policy Development
- Employee Onboarding
- Client Relations
- People Management
- Performance Appraisal
- HR Operations
- Talent Sourcing
- Problem Resolution
- Administration
- Database Management
- Regulatory Compliance
- Strategic Planning
- Team Leadership

WORK EXPERIENCE

Talent Acquisition Specialist

Ghantoot Transport & General Contracting LLC

02/2015 - 04/2023

UAE & Oman

Achievements/Tasks

- Masterfully revised HR policies and manuals, aligning with Middle East Labour Law, enhancing legal compliance.
- Innovatively developed corporate etiquette procedures, boosting HR's strategic partnership within the organization.
- Efficiently managed entire recruitment cycle, sourcing over 800 candidates from diverse channels successfully.
- Successfully championed a cost-effective 'No Agency Approach', significantly reducing CV and placement fees.
- Strategically planned and executed talent acquisition strategies, organizing recruitment drives in multiple countries.
- Negotiated service agreements with recruitment agencies, meticulously preparing agent agreements and demand letters.
- Expertly utilized Boolean searches, professional portals, and internal databases for strategic candidate sourcing.
- Creatively designed and conducted competency-based interviews, establishing a robust performance evaluation framework.
- Effectively coordinated labor, visa, and onboarding processes, liaising with PRO for streamlined operations.
- Enhanced HR operations by refining processes, focusing on efficiency and improved employee relationship management.

HR Executive

Rukun Al Yaqeen International Group

01/2013 - 01/2015

Muscat, Oman

Achievements/Tasks

- Seamlessly implemented HR policies, ensuring perfect alignment with Oman Labour Law and organizational objectives.
- Collaborated with management to define corporate etiquette, reinforcing strategic HR partnerships company-wide.
- Led full-cycle recruitment, sourcing high-quality candidates for various roles, ensuring organizational growth.
- Negotiated and finalized service agreements with recruitment agencies, optimizing organizational cost-effectiveness.
- Managed comprehensive onboarding logistics for new hires, guaranteeing efficient and timely employee integration.
- Coordinated with PRO and administrative teams, ensuring smooth visa processes and clearance operations.
- Orchestrated telephonic and in-person interviews, maximizing efficiency for both interviewers and candidates.
- Initiated and oversaw performance appraisals, enhancing staff development for fixed-term and permanent employees.
- Addressed Employee Relations cases with a focus on fairness, upholding respect and organizational integrity.

WORK EXPERIENCE

HR Executive

Golden Group of Companies

03/2011 - 01/2013

Muscat, Oman

Achievements/Tasks

- Executed HR policies in compliance with Oman Labour Law, establishing effective HR partnerships.
- Spearheaded full-cycle recruitment, efficiently sourcing candidates for diverse and crucial organizational roles.
- Expertly negotiated with recruitment agencies, finalizing service agreements to boost cost efficiency.
- Oversaw end-to-end onboarding processes, ensuring smooth and timely integration of new staff.
- Collaborated with PRO and administration for efficient visa and clearance procedures, enhancing workflow.
- Orchestrated seamless telephonic and face-to-face interviews, optimizing schedules for all involved parties.
- Performed in-depth telephonic evaluations to ascertain candidates' alignment with role and organizational culture.
- Coordinated and tracked performance evaluations, contributing to enhanced staff performance and satisfaction.
- Managed complex Employee Relations issues, ensuring resolutions aligned with fairness and company values.
- Delivered training sessions on corporate etiquette, addressing learning gaps, and improving employee morale.

Administration Assistant

West Cromwell Hotel

04/2009 - 05/2010

London, U.K.

Achievements/Tasks

- Efficiently managed front office operations, ensuring exceptional customer service and smooth workflow.
- Coordinated internal and external communications, maintaining professionalism and timely response standards.
- Organized and maintained administrative records, ensuring accuracy and confidentiality in documentation.
- Facilitated hotel reservations and guest accommodations, enhancing customer satisfaction and experience.
- Assisted in planning and executing hotel events, ensuring high standards and guest enjoyment.
- Provided executive support to senior management, optimizing their time and organizational efficiency.
- Handled financial transactions and record-keeping with precision, contributing to the hotel's financial integrity.
- Collaborated with cross-functional teams to improve operational procedures, enhancing overall efficiency.
- Managed inventory control and supply orders, ensuring availability of necessary resources and materials.
- Upheld high standards of corporate etiquette and professionalism in all guest and staff interactions.

Research Associate

Molecular Connections Private Limited

10/2006 - 03/2009

Bangalore, India

Achievements/Tasks

- Conducted comprehensive scientific research, contributing to innovative projects in molecular biology.
- Compiled and analyzed data, ensuring accuracy and reliability in research findings.
- Authored detailed research reports, presenting findings to colleagues and management effectively.
- Collaborated with the team on various research projects, enhancing team knowledge and productivity.
- Utilized advanced research techniques, staying at the forefront of developments in molecular biology.
- Managed laboratory equipment and resources, ensuring optimal conditions for research activities.
- Provided mentorship to junior researchers, fostering a collaborative and educational research environment.
- Participated in regular scientific meetings, sharing insights and developments with the research community.
- Adhered to strict safety protocols, maintaining a safe and compliant research environment.
- Engaged in continuous learning and professional development, keeping abreast of scientific advancements.

EDUCATION

Master of Science

Bangalore University

2006

India

CERTIFICATES

Certification in Human Resource Management, India, 2010

ACHIEVEMENTS

Excellence in 360° Recruitment Role

- Recognized for my comprehensive approach in recruitment, characterized by ethical and value-driven methods. My adeptness in multitasking and stakeholder management has been consistently commended, alongside my ability to foster a collaborative and educational environment within the HR team.

Streamlined Onboarding Process

- Successfully managed the end-to-end onboarding process, ensuring efficient visa processing, air ticket bookings, hotel arrangements, and timely completion of resident ID formalities. This achievement was crucial in ensuring a smooth transition for new employees into the organization.

Efficient Talent Acquisition within Deadlines

- Demonstrated proficiency in fulfilling open positions within strict deadlines. My skills in selecting appropriate candidates, negotiating salaries effectively, and aligning them with the organizational grading structure have been notably acknowledged. Additionally, my versatility in adapting to various HR functions, including employee relations, training, development, HR operations, exit procedures, and welfare, has been a significant contribution.

Site Visit Expertise

- Acknowledged for my visits to various sites, where I applied my analytical skills to resolve queries effectively. This aspect of my role was instrumental in bridging the gap between office operations and on-field requirements.

Top Management Commendation for Recruitment Operations

- Received accolades from senior management for maintaining smooth recruitment operations, with a keen focus on cost-effective processes. This recognition underscores my commitment to balancing operational efficiency with fiscal responsibility in talent acquisition strategies.

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook)

HRIS Systems

ATS Platforms

PERSONAL DETAILS

Date of Birth 12th June 1983

Nationality Indian

Marital Status Single

LANGUAGES

English ● ● ● ● ●

Hindi ● ● ● ● ●

Kannada ● ● ● ● ●

Tamil ● ● ● ● ●

Malayalam ● ● ● ● ●

REFERENCES

Available upon request.