

COONJOBEEHARRY Navin

39 years | Single

13 years experience in HR

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WORK EXPERIENCES

FEBRUARY 2020 – PRESENT

HR Business Partner | Noveprim Ltd (Charles River Laboratories) | Le Vallon, Vieux Grand Port, Mauritius

1. Compensation and Benefits

- Supervision of payroll of +/- 500workers
- Ensure the compensation and benefits are in line with the company policies
- Monitor daily attendance and advise Managers on line of actions.
- Ensure that all statutory updates are updated on the payroll system.
- Preparation of payroll metrics and verification of monthly payroll.
- Monthly HR report on turnover rate, joiners, leavers, leaves balance and presenteeism rate
- Preparation of salary forecast and Budget for Chief Finance Officer
- Attend to payroll queries from both employees and managers
- Distribution of payslips

2. Employee/Industrial Relations

- Handle and advise managers on any employee disciplinary matters and ensure compliance.
- Support the development process of workers in terms of coaching, engagement and succession planning.
- Attend Court/Tribunal in respect of cases relating to human resource matters
- Counsel worker on best work practices and behaviors.
- Provide training and communication on changes in legislations.
- Develop and update HR policies and procedures
- Prepare ad hoc letters from workers' request
- Leading partner in the negotiation with trade union, preparation of proposal and metrics.
- Deal with grievances and disciplinary procedures.
- Interpret and advise on employment law issues.

3. HR Operations

- Participate in coordination of activities, meetings and employee welfare programs
- Supervise and lead the office attendants team all over sites.
- Monitor building facilities with reports from site security.
- Registration of new workers on biometric system for all sites
- Act as a backup in the absence of the HRM
- Provide advise, coaching and assistance to HR members
- Assist managers in the performance review
- Participate in ISO Audits and ensure that all ISO and international standards and processes are fully complied.
- Initiate and drive internship programme.
- Member of the Safety and Health Committee

4. Recruitment

- Conduct interviews of manual workers
- Conduct human resource planning for current/future recruitment plan
- Ensure medical protocol is followed before onboarding
- Conduct induction program for new joiners
- Conduct exit interviews
- Work in collaboration with the L&D and S&H department, for new joiner for induction program.
- Ensure new joiners follow L&D plan in line with local and international accreditation.

APRIL 2019 TO OCTOBER 2019

Senior HR/Admin Lead | Rey & Lenferna (Seychelles) | Mahé, Seychelles

- Handle the provision of lodging/accommodation for our employees
- Handle the provision of food
- Handle all logistics matters relating to the imports/export customs clearance of containers
- Manage and maintain our fleet of vehicles
- Organize transportation for employees
- Procure office supplies as may be required
- Procure materials locally according to approved purchase requests received
- Handle the obtention of permits/licences as may be required
- Handle all insurance matters;
- Handle the payment of utility bills
- Ensure a proper filing of all company documents and records
- Acknowledge funds received from customers and perform daily banking of funds received
- Submit to Finance all invoices/supporting documents for any expenses incurred
- Prepare regular reports on expenses and office budgets
- Perform daily cash count
- Ensure prompt payment/filing of returns to regulatory bodies e.g. SRC
- Liaise with Bank , Auditors and Company Secretary for documents
- Perform physical stock count of fixed assets and stock
- Prepare reports and presentations with statistical data as may be assigned
- Facilitate the provision of medical assistance
- Handle the booking/cancellation of air tickets
- Bridge management and employee relations by addressing demands, grievances
- Enforce disciplinary measures in strict compliance with the prevailing labour laws
- Process payroll as per company policy under the direct supervision of the CFO
- Nurture a positive working environment
- Manage the recruitment and selection process
- Assist in the management of a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Oversee and ensure the smooth running of our HR operations
- Responsible for the processing and securing work permits (GOP) for expatriates
- Participate in the organization team building and end of year activities
- Oversee and ensure the smooth running of our Health & Safety operations
- Ensure legal compliance and manage any industrial disputes should these arise

SEPTEMBER 2018 TO APRIL 2019

HR Manager | Multi Services et Conseils Ltée | Antananarivo, Madagascar

1. Compensation and Benefits

- Supervise the monthly payroll of the Group(+/- 1800 FTE)
- Ensure the remuneration and benefits are in line with the Group policies and local legislations
- Preparation of HR metrics for the Group Head of HR

2. Employee/Industrial Relations

- Supervise each SBU operations and ensure that any ER/IR issues are directed to the HR for decision
- Supervise and participate in disciplinary actions and provide findings and recommendations
- Supervise and ensure that all legal documents are prepared and obtained before onboarding
- Liaise with external stakeholders if required.
- Supervise the Health and Safety department
- Liaise with the legal department for recruitment of expatriates or any serious disciplinary actions

3. HR Operations

- Supervise the Group HR operations and provide guidance where necessary
- Conduct audit check to ensure compliance with legislations and internal policies
- Implement new procedures and policies to facilitate day to day HR operations
- Responsible for the expatriates management
- Development of Group organigrams and assist HODs' in development internal policies.
- Supervise the welfare of employees and propose recommendations.

4. Recruitment

- Recruitment of expatriates
- Participate in the recruitment of local candidates at supervisory/management level.
- Cater for the recruitment plans for the Group.

APRIL 2018 TO JULY 2019

HR Officer | Etude Guy Rivalland | Chancery house, Port Louis, Mauritius

1. Compensation and Benefits

- Preparing and controlling the monthly payroll and maintain an updated payroll database
- Ensuring that statement of emoluments are issued yearly to all employees
- Ensuring the monthly NPF and PAYE return is performed in a timely manner
- Ensure that the management of compensation and benefits are in line with the internal policies

2. Employee/Industrial Relations

- Ensuring employment contracts, addenda, any HR legal documents are in line with legislations
- Remaining up-to-date with all relevant employment legislations and ensuring compliance
- Promote a healthy and safe environment for employees
- Liaise with external stakeholders (Ministry of Labour) for industrial issues
- Look after any employee disciplinary action as required
- Attending Courts/Tribunals in respect of cases relating to human resources matters

3. HR Operations

- Coordinating orientation sessions for all new employees
- Perform the induction program of the new employees
- Updating and maintaining all personnel files and records in a safe and secure location
- Ensuring that the strictest of confidentiality is maintained at all times
- Draft policies and procedures and ensure compliance
- Coordinate with departmental managers for training programs and liaise with training centres
- Follow up and monitor the HRDC process for refund

4. Recruitment

- Candidate screening, selection and interview processes
- Prepare recruitment plans to cater future business needs

5. Administration

- Dealing with and performing administrative matters of the office
- Liaise with suppliers for stationary and office supplies
- Act as a representative of the company in courts/tribunal

APRIL 2016 TO FEBRUARY 2018

HR Executive | Mauritius Sports Council | Royal Road, Belle Rose, Mauritius

1. Compensation and Benefits

- Processing of the monthly salary
- Ensure that the compensation and benefits are in line with the PRB reports.
- Advise management committee on the current C&B for future recruitment

2. Employee/Industrial Relations

- To provide/advice on human resource matters in accordance with rules and regulations
- Drive the promotion of good employee relations, staff welfare and any activities
- Supervise and provide proper guidance and coaching to subordinate staff
- Attend Court/Tribunal in respect of cases relating to human resource matters
- Ensure compliance with the legislations and PRB report
- Ensure compliance with OSHA
- Liaise with Trade Union representatives for industrial disputes
- Advise the management committee on disciplinary procedures

3. HR Operations

- Prepare appointment letter and any other letter pertaining to HR matters
- Monitor the attendance of officers in line with established guidelines
- Oversee the logistics part of the Council and ensure proper maintenance of vehicles
- Implementation and maintenance of an up to date HR Information System
- Development of organization design and work procedures
- Assist the Managing Secretary in preparing monthly board meeting
- Prepare Human Resource proposals, the context of Programme-Based Budgeting
- Drive the performance appraisal procedures and provide recommendations for approval
- Daily planning and organizing of the Council and ensure smooth running.
- Drafting of scheme of services and ensure compliance with the PRB Reports.

4. Recruitment

- Conduct of human resource planning/manpower assessment exercise
- Advertisement of job vacancies and coordinate the interview process
- Drive the graduate program
- Prepare statistics and budgets for future recruitment plans

AUGUST 2012 TO APRIL 2016

HR Officer | Rey & Lenferna Ltd | Royal Road, Bell Village, Mauritius

1. Compensation and Benefits

- Responsible for the processing of payroll of +/-500 employees (including expatriates).
- Responsible for the processing of Seychelles payroll of +/- 100 workers
- Ensure the compensation and benefits are in line with the company policies
- Ensure that all statutory updates are done on the payroll system.
- Preparation of payroll metrics for approval with the Finance Controller/HRM/Managing Director

2. Employee/Industrial Relations

- Handle and advise managers on any employee disciplinary action
- Attend Court/Tribunal in respect of cases relating to human resource matters
- Management of expatriates
- Liaise with the Safety and Health to ensure compliance with the legislations

3. HR Operations

- Contract management, drafting of addenda and any other HR related letters
- Conduct orientation programs for new recruits
- Conduct exit interviews in views to minimize attrition rate
- Propose training programs to HODs and follow up on the HRDC refund
- Maintain a proper and updated filing system as well as HRIS
- Participate in coordination of activities, meetings and employee welfare programs.

4. Recruitment

- Advertise, screen and coordinate interview process and as well as participate in interviews
- Drive the MITD and graduate programs
- Propose HODs' on prospective talents their specific business activity
- Liaise with recruitment agencies for head hunting talents

NOVEMBER 2008 TO AUGUST 2012

Payroll Agent / Managed Expenses Administrator| Ceridian Ltd | Level 9, Shri Atal Bihari Vajpayee Tower, Ebene, Mauritius

- Ensure that all appropriate information are received before cut off payroll dates
- Process of weekly and monthly payroll for UK companies (+/- 1,200 head counts)
- Ensure compliance in regard to the processing of payrolls.
- Ensure that the weekly and monthly returns are done in a timely manner to the HMRC.
- Answer to customers' calls and queries in a professional manner and within SLA
- Participate in the preparation of team building activities and any other activities organized
- Act as a back up for colleagues who are on leave

SKILLS

Holder of private car driving license • Proficient with Microsoft Office tools • Team player • Time Management • Conflict management • Public speaking • Data analytics • Internal Auditing

EDUCATIONS

AUGUST 2006 TO JUNE 2008

Diploma in Human Resource Management | Swami Dayanand Institute of Management | Beau Plan, Mauritius

AUGUST 2013 TO DECEMBER 2014

Degree in Human Resource Management | Université Des Mascareignes | Beau Plan, Mauritius

JANUARY 2021 TO DECEMBER 2023

MBA General | Open University | Reduit, Mauritius

JANUARY 2025 – Ongoing

MSc Human Resource | Open University | Reduit, Mauritius

ACTIVITIES

Free HR Advisory