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PROFILE

A dynamic professional with 15 years of experience, with a full spectrum of HRMS, Recruitment and Training. Successful career record of achieving goals within set parameters of performance.

Objective: Obtain a position in an organization that utilizes my experience in Human Resource & Administrative Functions.

Key Skills & Expertise

Dedicated & committed by personality with excellent problem solving, decision making, analytical, co-ordination, out-standing written & speaking ability, strong sense of responsibility and management proficiency skills.

Ability to organize and prioritize multiple work assignments, manage work to meet deadlines often under tight time frames and ability to produce quality work with little supervision and work well under pressure.

Communicates effectively, decision quality, manages complexity, ensure accountability and adept at dealing with and engaging people at all levels.

Extensive skill with using ERP, spreadsheet, DB applications and knowledge of various UAE labor laws.

Qualifications

Post Graduate in Economics (University of Kerala, India) – April 1991

Post Graduate Diploma in Computer Applications (PGDCA)

PROFESSIONAL EXPERIENCES

From December 25, 2007 – October 06, 2020 (12 year & 9 months)

Group HR Department of Buhaleeba Holding Group (BHG), Dubai, UAE

(Bu Haleeba Holding Group is one of Dubai's dynamic business houses that has left its distinct mark on Dubai's construction and real estate sectors. Bu Haleeba Holding Group has more than 07 companies with more than 3000 employees active in diverse business fields and provide top quality products and services to the marketplace in UAE.)

Positions Held:

- | | | |
|------------------------|--------------------------------|--------------------|
| a) HR Assistant | :From 25/12/2007 to 31/07/2014 | : 6 years 7 months |
| b) HR Executive | :From 01/08/2014 to 31/01/2017 | : 2 years 6 months |
| c) Recruitment Officer | :From 01/02/2017 to 31/08/2019 | : 2 years 7 months |
| d) Head of HR Support | :From 01/09/2019 to 06/10/2020 | : 1 years 1 month |

Job Responsibilities:

- Handled a number of areas and tasks simultaneously including New Visa processing, Visa Renewals, Visa Cancellations, Employee Health Insurance, Preparing of Payroll using ERP, all kinds of leave settlement, EoS benefits, Air ticket booking for the repatriation of employees upon cessation of employment, and Performance Appraisals.
- Playing a vital role in supporting the organization through the development and implementation of human resources strategies and programs.
- Assist the Group HR Manager in administering a wide range of HR matters in areas such manpower planning and recruitment, compensation and benefits, and performance management exercise.
- Coordinating activities related to HR and providing efficient support to HR Manager in identifying and analyzing HR issues.
- Preparing all forms of communications to provide information to superiors, peers, subordinates and to communicate with other department heads.
- Working on Human Resources Management System (ERP), Maintaining and Monitoring employees' personal files and updating records in accordance with Company procedures, ensuring staff documents records are updated (visas, Emirates ID, etc.).
- Independently managing the recruitment process for the entire Buhaleeba Holding Group Companies and ensure candidates fit the role and company culture. Coordinating with the recruitment agencies to source for candidates to specific job position per the specific requirements of all the companies that are under Buhaleeba Holding Group.
- Scrutinizing and indexing of the resume database and coordinating with the Line Managers for reviewing it and scheduling for interviews.
- Upon finalization of selection, overseeing visa procedures and completion of on boarding. Liaise with line managers to prepare induction plans for new hires.
- Ensures that all steps of the recruitment process, including approval, sourcing etc are completed in full.
- Preparing weekly reports of New Hire, Transfer, Termination, and Resignation for Management review.
- Preparing of Offer Letters and completing employee enrolling formalities.
- Acted as a focal point for employee issues including grievances, discipline and vacation & Assisting Group HR Manager in implementing new HR policies.
- Maintain professional confidentiality regarding employee personal and company sensitive information.

Executive Secretary

May 2001 – Sept 2004

Arab Suppliers Gen. Trading LLC, Dubai, UAE

- Providing all necessary secretarial and office support to the Managing Director including handling of telephone calls, drafting and processing letters, faxing, filing, setting up appointments and maintaining Managing Director's business calendar, safe keeping of documents and files etc.
- Document / record information, maintain files, process all paper work, and to perform day to day administrative tasks.

- Ensuring events, processes and all relevant documents comply with Company procedures, policies, regulations & standards.
- Ordering, dispensing and maintaining stock of Office supplies required for regular administration works.
- Arranging and coordinating meetings / conferences as required.

Logistic / Purchase Coordinator
Oct 2004 – June 2007
Arab Suppliers Gen. Trading LLC, Dubai, UAE

- Negotiate and follow up with suppliers on prices, delivery and payment terms.
- Completing Bank formalities including opening of Letter of Credits (LCs)
- Maintaining files for Product Data Sheet, Safety Data Sheet and catalogues of all the materials the Company is dealing with and made it available for the sales team.
- Nominating Freight forwards and coordinating with them for the import of consignments.
- Coordinating and procuring shipment documents such as Invoice, packing list, certificate of origin and Bill of Lading from overseas suppliers.
- Coordinating and arranging with the Clearing Agents for the timely clearing and delivery of consignments from the Port, on priority basis.
- Follow up with the Accounts department for the payment to the suppliers.

Office Clerk
July 1999 – April 2001
Al Rawasy Building Contracting Co, Sharjah, UAE

- Assisting the General Manager in areas involving confidential matters.
- Recording, maintaining & archiving of incoming emails and faxes.
- Handling of all correspondences, calls, administrative duties, staff attendance, leave etc.
- Organizing and maintaining various administrative, reference and follow-up files.
- Procurement of stationery and office supplies.

PREVIOUS RELEVANT EXPERIENCES in INDIA
a) Computer Instructor & Lab Attendant
Aug 1997 – Jun 1999

Anjali Computer Centre, Kerala – India

b) Regular Student for Computer Education (PGDCA)
From 1995 to 1997

Anjali Computer Centre, Kerala – India

c) Teacher (English Language & Social Science)
From 1992 to 1995

Infant Jesus Residential School & Sai Teja School, Andhra Pradesh, India

Personal Details

Nationality : Indian

 Date of Birth : 20th May 1969

Languages : English, Hindi & Malayalam

 Current Visa Status: **VISIT VISA, Expires on 06/July/2021**
