

Vishnu T V
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Dubai, UAE



EXECUTIVE - HR & ADMIN

PROFESSIONAL SUMMARY

A self-motivated & dedicated professional with over 2 years of experience in HR & Administration Executive, Knowledge of full spectrum of human resource programs, services, and functions to work in a vision organization that focus on the growth and development through innovative strategies, anchored with skills and knowledge of its work force.

AREAS OF EXPERTISE

- ◆ HR & Administration
- ◆ Accounts
- ◆ Logistics

CAREER TIMELINE



FRONTLINE LOGISTICS DUBAI

(Back end office **Freight connect solutions** , Kerala)
(2019 Mar 06th to 2021 Sept 30)

CAREER HIGHLIGHTS

FRONTLINE LOGISTICS DUBAI

Executive- HR & Admin

- ◆ Maintaining 600 above employees
- ◆ Monitoring Ledger, Invoice, Closing/Opening Jobs
- ◆ Data preparation and Enrolling employee- PF, ESI
- ◆ Work closely with management and employees to improve work relationships.
- ◆ annual plan, HR budgeting
- ◆ Providing payroll support by providing data
- ◆ Handling daily attendance, employee letters, salary prepare & distribution, leave maintenance, Travel expense maintaining, WPS process, arranging and support training classes, exit formalities, Office stationery listing, office maintenance reporting and clearing, keeping maintenance record,
- ◆ Designing and maintaining the organization structure depending on the nature of the job
- ◆ Performance appraisals
- ◆ Managed related HR & administrative services covering Co. accommodation, transportation, over time, reimbursements, cash advances, hike letters NOC letters, salary certificate
- ◆ Organizing, advertising, shortlisting, connect by call and introduce company structure, screening and validating selection process for recruitment needs.
- ◆ Communicating with branch heads and staffs
- ◆ Maintaining Branch Offices Records
- ◆ Coordinate with new joiners-based HR policies, Trainings, employee code, ID card, involving in Software and Create ID,
- ◆ Preparing job offers and introduction to new employees.
- ◆ Updating and maintaining the passports, labour contracts, labour cards and visa details.
- ◆ Preparing and maintaining individual hard copy for HR Records
- ◆ Handling legal paper works based on company.
- ◆ Maintaining Company Asset lists
- ◆ Managed employee disciplinary issues & grievances following HR laws.
- ◆ Involving Employee welfare activities
- ◆ Team Building
- ◆ Internship providing to students.

ACADEMIA

- ◆ **MBA** Perusing, Bharathiyar University (Started in 2020)
- ◆ **Computerized Financial Accounting (CFA)** From IBS Edappal with certified WAC and ISO
- ◆ **B.Com Finance** from MTM college Veliyancode, Calicut University (2015-2018)
- ◆ Higher Secondary Commerce from GHSS Veliyancode, (2013-2015)

PROJECT

- ◆ Mahathma Gandhi National Rural Employment Guarantee Programme (MGNREGP) A 21 Days of case study about 30 MGNREGP workers in Vadakkekka Panchayath

TECHNICAL SKILLS

- ◆ MS Office
- ◆ Tally
- ◆ Peachtree
- ◆ E-freight Suite
- ◆ VAT & GST
- ◆ Photoshop & Graphic Design

PERSONAL DOSSIER

Date of Birth : 19/10/1997
Marital status : Single
Nationality : Indian
Languages Known : Malayalam, English, Hindi, Tamil
Passport Number : S0285858
Visa Status : Visiting Visa (Valid Until 10-01-2022)
Driving License : Valid Indian License
Areas of Interest : Map travelling, Sports, Arts.

REFERENCE

Sunil kumar - Group HR Manager | +91 95676 78992 | sunil@fllogistics.com
Guru Murthy - Group Finance Manager | 00965 9002 5787 | guru@fllogistics.com
Ginto Paul - Group Audit Manager | +91 89210 36845 | ginto@fllogistics.com
Shajith Naran - Group Commercial Manager | +91 77360 24288 | naran@fllogistics.com

DECLARATION

I hereby declare that the information mentioned above is true to the best of my knowledge.

Faithfully
Vishnu T V