

ASHRAF POOTHAPALAM MAHIN



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United Arab Emirates

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PERSONAL DETAILS

Nationality:
Indian

Date Of Birth:
28/08/1989

Marital Status:
Married

Visastatus:
Visit Visa

Languages:

English, Arabic, Hindi, Tamil
& Malayalam

Computer Literacy:

MS Office
MS Excel
Internet & Email

Area of interest:

HR
Sales
Marketing

CAREER OBJECTIVE

Human Resource professional with five plus years of cross functional experience in HR operations & Administration. Experienced in supporting multiple functional areas like CRM, HR & Support Services with a proven ability to work with senior management team, to integrate human- resources function within the overall business operation strategy. Experienced in department start-ups, high-growth operations and possess excellent interpersonal, analytical, and negotiation skills.

CAREER PROFILE

- ✓ **HR Officer** in Rentokil Initial Pest Control LLC, Dubai, UAE from March 2019 to March-2020.
- ✓ **HR Executive** in Regency group for corporate Management, Dubai, UAE from Nov 2015 to March 2019.
- ✓ **HR Executive** in Imperial Group Karnataka, Bangalore, INDIA from March 2014 to Sep 2015.

ACADEMIC CREDENTIALS

- **MASTER OF BUSINESS ADMINISTRATION(MBA)** in Human Resource &Marketing from Bangalore University, Bangalore , India
- **BACHELOR OF BUSINESS ADMINISTRATION(BBA)** from Bharath Vidhya Bhavan, Kerala, India

TECHNICAL SKILLS

- Software people Soft
- Operating System : Window
- Microsoft Office Suite: Power point , Excel, Word, Outlook

EXPERIENCE

1. WORKING AS AN “HR OFFICER” IN “RENTOKIL INITIAL PEST CONTROL LLC” DUBAI, UAE FROM MARCH 2019 TO MARCH-2020

Experience Responsibilities

New Joinee Management:

- Arranging travel ticket & accommodation for outstation candidates
- Official communication with respective department on candidate's joining details
- Employee orientation: On-boarding of new joinee& completion of joining forms and
- Floor walk-in with new joinee to department
- Plan and control of recruitment process from start to finish using the company recruitment grid system. (Receiving request, reviewing job description, posting and sourcing, interviewing, making offer).
- Advise and guide line managers on best practice employment law.
- Record training and absence on internal databases.
- Conduct all exit interviews and relay information to individual departmental managers.

Strength:

- Confidence with Innovative approach and readiness to take up challenges.
- Strongly commercial with excellent spoken & written communication skills.
- Can work under pressure and meet deadlines.
- Self Motivation
- Excellent interpersonal and communication skills in a professional manner.
- Ability to learn and work under pressure.
- Confident and good team player.
- Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
- Ability to deal effectively with multicultural environment

- Approve job descriptions and advertisements
- Organizing staff training sessions and activities
- Monitoring staff performance and attendance
- Negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives.

Visa Processing:

- Maintenance of personnel files for candidates in a confidential & systematic manner
- Precheck & verification of visa application documents for selected candidates
- Follow-up on pending documents & initiating the visa application process
- Collection of documents required for visa stamping process from candidates on receipt of visa
- File closure for offer withdrawal cases

Employee Relations:

- Maintenance of Attendance & over-time reports; Payroll inputs & analysis ; salary processing
- Dissemination of HR policies, processes
- Responsible for joining formalities, induction for employees, employee letters and managing employee records

2. WORKED AS AN “HR EXECUTIVE “IN “REGENCY GROUP FOR CORPORATE MANAGEMENT, ”DUBAI, UAE FROM NOV 2015 TO MARCH 2019.**Experience Responsibilities**

- Personnel file management
- Employee Relations & Grievance management including issuance of letters requested by employees
- Driving new initiatives ensuring companies interests are protected
- Coordinating implementation of the new HR System
- Keeping abreast of the changes as announced by UAE Government and updating the knowledge on UAE Laws & Regulations
- On-boarding process for new joiners and orientation program
- Leave Management– ESS (Employee Self Service)
- Precheck & verification of visa application documents for selected candidates
- Follow-up on pending documents & initiating the visa application process
- Collection of documents required for visa stamping process from candidates on receipt of visa

Medical Insurance

- Assisting PRO in visa application process, Trade license renewals, Governmental permits such as Certificate of Origin from Chamber of Commerce, etc.
- Fire, Health & Work place Safety Maintenance adhering to compliance and control requirements for work place security and protection of sensitive personal information

MIS

- Timely report generation on headcount data & visa status
- Schedule weekly induction list for new joiners
- Responsible for implementing HR strategies and policies as per the management requirements

Payroll management:

- Preparation of monthly payroll inputs
- Review preliminary pay roll calculations and advise changes and provide approval for final payroll
- Reviewing headcount on a daily basis and generating various reports on adhoc basis
- Assisting Sr. HR Manager in all regular tasks

Client relations:

- Liaising with recruiter on candidate's status to ensure earliest joining from the date of
- Individual point of contact for selected candidates & recruiters regarding visa application status
- Follow-up with PRO on work permit approvals & visa status of candidates
- Follow-up with recruiters on reference check completion for selected candidates
- Query resolution for new joiner pertaining to company practices, facilities & support

Employee Relations:

- Employee orientation and induction for new joiners
- Employee relations & grievance management
- Handle exit process, conduct exit analysis and provide key inputs on talent retention to the management team
- Advise and collaborate with the client to resolve difficult issues in assigned HR areas
- Up-skill people manager and empower them to be the first point of contact for employees on HR policy queries
- Manage annual performance appraisal cycles and help management drive the right behavior in the organization
- Managing the communication calendar
- Execute employee services and query resolutions within specified timelines on HR tools, involved in case management in disciplinary cases

3 WORKED AS AN “ HR EXECUTIVE ”IN “IMPERIAL GROUP KARNATAKA, BANGALORE,” INDIA FROM MARCH 2014 TO SEP 2015**Experienced Responsibilities****People Management:**

- Drive skip meets, quarterly Policy refresher sessions, yearly Gallup Training employee engagement and retention initiatives including quarterly town-halls, pulse surveys, innovative methods and events
- Identify training needs, create training calendar, co-ordinate with clients to roll out trainings programs
- Conduct yearly Employee Satisfaction survey to measure employee satisfaction and take corrective actions on the gaps identified
- Support, manage and implement diversity strategies

Declaration

The above details are true and correct in the best of my knowledge and belief. I promise to render satisfactory services with loyalty and devotion if I appointed in your esteemed organization.

Place: Dubai

Date:

ASHRAF MAHIN