

# SyedaNajumunissa



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## PROFESSIONAL PROFILE

- 2+ years' work experience in Gulf and 4.5 years in India in the field of Human Resources Management
- Thorough knowledge of the effective interviewing techniques and conducting the interviews for the various positions
- Expertise in dealing with the employment agencies on service fees, recruitment and scheduling the interviews.
- Proficient in conducting the training and development programs for the new employees and making them aware with the company's policies.
- Well versed with the HR policies and procedures including the HR administration, drafting the agreements and so on.
- Experience of assisting the PRO for processing of New Visa, renewals & Cancellations.
- Possess excellent communication and interpersonal skills essential to find the right man power in the corporate world.

## PROFESSIONAL EXPERIENCE



### **LOOTAH GROUP OF COMPANIES LLC , UAE**

***SR HR Executive, Dec 2016 – Feb 2019***

#### **Administration**

- Responsible for overall HR activities for group of companies
- Coordination with Team Member for timely completion of task
- Developing HR policy, reviewing and updating
- Handling more than 1500 employees queries
- Ensuring employees are going on annual leave as per the schedule
- Ensuring internal transfer of employees are done with proper documentation and approval
- Handling all types of leaves, penalties, passport, ticket arrangement , disputes & others
- Completing termination paperwork and assisting with exist interviews

#### **Emigration**

- Ensure all new visa & renewal process from job contract submission till Visa stamping, has to keep look on daily wise process.
- Checking labor status on E Netwasal & Immigration status on GDRFA for approval.
- Maintaining Daily cash transaction record of E dirham ,CBD, Naqodi& Credit Card for ongoing process

- Internal typing of Medical & EID for new visa /renewals & ensuring all employees receive their EID & complete their medical test on time.
- Coordination with PRO for any discrepancy work.

#### **Recruitment/New Hire Process**

- Participating in recruitment efforts for group of companies
- Preparing and exchanging offer letters to selected white collar candidates as well as to respective recruitment agencies for selected blue collar candidates.
- Follow-up with recruitment agencies / selected candidates for receipt of signed offer letters.
- Continuously reviewing the recruitment and selection procedure to ensure compliance with the company policy.
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Administering new employment visa process with coordination with PRO.
- Serving as a point person for all new employee questions.

#### **Record Maintenance**

- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records in *Oracle database system*.
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Finance maintenance in E dirham, Naqodi and credit cards.
- Report maintaining for all process.

#### **FAIRLINKS PLACEMENT, HYD - INDIA**

##### ***Team Leader (HR), Mar 2012–Sep 2016***

- Handling a Team of 8 HR Executives.
- Keeping the motivation level high of all the Executives.
- Managing attrition of his / her specific team.
- Heading BFSI, Retail and Sector for Recruiting at mid, Senior & Executive level
- Sourcing from Jobsites, Internal Database, References, Head – Hunting
- Handling Recruitment for sectors like NON IT, BFSI, and Media.
- Getting Requirements on a regular basis (mid & senior level)
- Meeting with clients to understand any special requirements that Come
- Try to get maximum closures done by regular follow-up
- Having a Detailed conversation for their recruitment solutions
- Attending the meeting & closing the deal

EDUCATION	
<b>JNT University , India</b> <i>Bachelors in IT, 2012 – Secured First division</i>	
ADDITIONAL SKILLS	
<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office and Outlook</li> <li>• Languages known English ,Urdu , Hindi &amp; Telugu</li> <li>• Certified QRS Internal Audit Training ISO 9001:2015</li> <li>• Hold British Council ILETS skill certificate</li> <li>• Represented as an Organizer for IEEE Technical Event.</li> </ul>	
SOFTWARE	
<ul style="list-style-type: none"> <li>• E Business Oracle</li> <li>• Advance in MS Office and Outlook</li> </ul>	
PROFESSIONAL SKILLS	
<ul style="list-style-type: none"> <li>• Employee relation</li> <li>• Onboarding</li> <li>• Human Resources Information software (Oracle DBMS)</li> <li>• Performance Management</li> <li>• Teamwork Collaboration</li> <li>• Scheduling</li> <li>• Customer Service</li> <li>• Project Management</li> <li>• Worker's Compensation</li> </ul>	
PERSONAL DETAILS	
Father's name	: Late Syed Mazheruddin
Date of Birth	:Oct 23rd, 1990
Religion	: Muslim
Visa Status	: Visit Visa – (Valid Till : 11 <sup>th</sup> Feb 2021 )
Languages	: English, Hindi, Urdu and Telugu