



## CONTACT



Phone:  
0526652343



Mail:  
noblephilip11@gmail.com

## VISA DETAILS

- Visit Visa
- Visa Exp : 25.02.2022

## SKILLS

### // Professional

- Decision making
- Communication
- Supervisory and managerial experience
- Problem solving
- Motivated
- Excellent analytical skills

### // Technical

- MS Office
- C, CPP, HTML
- Adobe Photoshop
- Adobe Lightroom
- Employee engagement
- Hands on SQL experience
- Analytical skills
- Adobe Illustrator
- Tally ERP

## SOCIAL

Linkedin  
Linkedin.com/noble-philip-84163017

# NOBLE PHILIP

IT Professional Graduate

## Personal Summary

To secure the position of Assistant HR cum IT Help Desk Coordinator that will allow me to utilize acquired skills and experience. Adept at analyzing a problem and creating a solution working within the policies of the company and assisting others in solving complicated issues. Team worker and a problem-solver, focused on excellence, customer experience and product development. Committed to seek solutions to problems, identify opportunities and apply extensive analytical knowledge to the project

## EXPERIENCE

- 1) Lulu Maintenance, Cleaning and Contracting CO W.L.L, Umm-Al-Hassam, Kingdom of Bahrain (July 2020 - July 2021)

### IT SUPPORT STAFF

- Answered Questions and resolved Simple request.
- Responded all calls in Help Desk
- Identified complex requests and forwarded to appropriate analyst.
- Preparing offer letter, employment contract and job descriptions, completing joining formalities and documentation.
- Assisted in preparing custom reports utilizing existing system data
- Supported other departments and projects as assigned
- Responsible to ensure continuous technical assistance to the staff members
- Maintain records of the contact details and sitting arrangements of the technicians and employees
- Managed internal IT help desk and acted as first responder.
- Worked with human resources group to develop a comprehensive job description for each support position
- Handling the VMG joiner data across PAN India, Bahrain, Singapore, China and Australia joiners and monitor all new joiner details and resolve any issues pertaining to them.
- Managed all Human resource functions of a diverse workforce having 300+ employees.
- Coordinated interviews, new employee onboarding process and exit interviews.
- Employee management including attendance, leaves records, issue letters.
- Handled all the government dealings for securing contracts and on-

### ASSISTANT HR

## EDUCATION

MASTER OF  
COMPUTER  
APPLICATIONS

**MACFAST | Tiruvalla**  
2017 - 2019

BACHELOR OF  
COMPUTER  
APPLICATIONS

**SB College | Changanacherry**  
2014 - 2017

## ACHIEVEMENTS

- Undertaken a two-week course in JAVA WEB TECHNOLOGIES at CDAC, Trivandrum
- Undertaken a JAVA Software Developer Internship in 3 months.
- Undertaken a project on ONLINE WORK SCHEDULE SYSTEM in JAVA/JSP
- Undertaken a LinkedIn Learning Certificate in Excel and Adobe Photoshop.

## REFERENCES

- Reference will be furnished upon request

## DECLARATION

- I hereby declare the information contained in the above are true to best of my knowledge and acknowledgement

Noble Philip