



# AMALU

MARIA MATHEW

HR & ADMIN OFFICER

## CONTACT

📍 Al Karama, Dubai, UAE

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D.O.B: 8 April 1997

Visa Status: Employee Visa

UAE Driving License: Yes (Since 2022)

Nationality: Indian

Marital Status: Single

## EDUCATION

**B.COM FINANCE & TAXATION**  
MES College, Ernakulam, Kerala  
2014 - 2017

## SKILLS

- GOOD COMMUNICATION
- PROACTIVE MINDSET
- TIME MANAGEMENT
- CONFLICT RESOLUTION
- LEADERSHIP
- ADAPTABILITY



## ABOUT ME

Organized and dedicated Accountant and HR Executive with proven track record of providing exceptional customer service in fast-paced environments, Keen attention to detail and strong decision making skills to manage multiple concurrent tasks, Self motivated work ethic with ability to perform effectively in independent or team environment.

## EXPERTISE

- Employee Relations
- DHA & DOH Licensing
- Onboarding / Offboarding
- Data & Analytics
- Policy Development
- Payroll & Overtime Management
- Petty Cash
- WPS
- Tally
- Recruitment
- Employee Benefit & Leave
- HR Program/Project Management
- Facility Management & Renewal
- Accounts receivables
- Accounts payable
- Vendor management
- Client management



## EXPERIENCE (5+ Years Experience)

### > HUMAN RESOURCE OFFICER Medilife Healthcare LLC, Dubai, UAE.

March 2023 - Present

- **Recruitment and selection:** responsible for finding and hiring the best candidates for open positions. Posting job openings, screening resumes, conducting interviews, and making hiring decisions.
- **Onboarding:** responsible for onboarding new employees, which includes orienting them to the company, its culture, and its policies.
- **Training and development:** providing training and development opportunities for employees. Formal training programs and informal on-the-job training.
- **Performance management:** evaluating employee performance and providing feedback. also helping employees set goals and track their progress.
- **Compensation and benefits:** developing and administering compensation and benefits programs. Setting salaries, benefits, and bonus structures.
- **Employee relations:** resolving employee relations issues. Mediating disputes, investigating complaints, and enforcing company policies.
- **Health and safety:** ensuring the health and safety of employees. Developing and implementing safety policies and procedures, and providing training on safety topics.
- **Administrative duties:** responsible for a variety of administrative duties, such as managing employee records, processing payroll, and maintaining .
- Responsible for the VISA process for new joiners and VISA renewal
- Understanding of UAE labor laws and disciplinary procedures
- **DHA Reporting and Documentation:** Maintain accurate records related to employee licenses, credentials, and compliance with DHA regulations.
- Generate reports as required by DHA for various compliance matters.
- **Office Management:** Oversee the overall functioning of the office, ensuring smooth operations and efficient use of resources.
- Manage office supplies, equipment, and inventory, ensuring that necessary items are available and well-maintained.
- Handle administrative logistics, such as office layout, space allocation, and organization.
- **Scheduling and Calendar Management:** Manage calendars and schedules for executives, managers, and other team members.
- Coordinate and schedule meetings, appointments, conferences, and other events



## EXPERIENCE (Continued)

### LANGUAGE

ENGLISH	● ● ● ● ●
MALAYALAM	● ● ● ● ●
HINDI	● ● ● ● ●
TAMIL	● ● ● ● ●

#### > ACCOUNTANT & ADMIN EXECUTIVE

Nov 2021 - Nov 2022

Tridrone Decoration Design & Fit-Out Co. LLC, Al Quoz, UAE.

- Arranging the payment of staff salaries through the computerised payroll system.
- Track the daily attendance of the employees
- Handles Joining to Exit formalities
- Maintaining employee's personal files and records.
- Grievance handling of employees.
- Statutory support to employees.
- Preparing final settlements, Gratuity, leave salary and all employee benefits.
- Preparing Audit documents for Clients.
- Answering queries from staff or external bodies promptly.
- Interfacing with the client and consultant.
- Working closely with suppliers and clients to improve operation and reduce probable costs while project executions.
- Coordinating with procurement advising on supply constraints, forecast information or products, recommendation on alternative products, push through scheduling of orders, reports on order status etc.
- Verifies & certifies suppliers and vendor's invoices and quotes.
- Monitors and prepares cost variations.
- Assisting with the production feasibility studies and estimates from minimal design, information, through to detailed cost plans.
- Preparing tender documents and Bill of Quantities for tender projects.
- Estimating and cost planning for pre-tender stage.

#### > HR ASSISTANT & ADMIN COORDINATOR

April 2021 - Oct 2021

Al Iqrar HR Consulting & Services, Ajman, UAE.

- Prepare regular reports on expenses and office budgets
- Maintain and update company databases Answer phones and greet visitors
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed Collate and distribute email
- Maintain a company calendar and schedule appointments.
- Distribute and store correspondence (eg: letters, emails and packages) •Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations. Prepare communications, such as memos, email invoices reports and other correspondence
- Schedule in-house and external events. Create and maintain filing systems both electronic and physical

#### > HR TRAINEE, ADMIN & COORDINATOR

2018 - 2020

Greymatter Resources, Ernakulam, Kerala, India.

- Managed all phases of recruitment including finding accurate talents and grooming.
- Managed on boarding of new recruits.
- Administration and management of employee payroll.
- Explain HR policies& procedures to all employees.
- Respond to employee enquires.
- Offer consistent payroll disbursement and accurate record keeping.
- Managed proper employee relations and personnel record maintenance.
- Facilitate employee-management communication strategies.
- Adapt quickly to changing organizational needs.
- Front office management & tender proposals.