

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

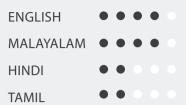
March 2023 - Present

Medilife Healthcare LLC, Dubai, UAE.

- Recruitment and selection: responsible for finding and hiring the best candidates for open positions. Posting job openings, screening resumes, conducting interviews, and making hiring
- 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



LANGUAGE



> 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.
- \bullet Managed proper employee relations and personnel record maintenance.
- Facilitate employee-management communication strategies.
- Adapt quickly to changing organizational needs.
- Front office management &tender proposals.