



# VIBIKA SHAJIL

## CONTACT ADDRESS

Ascana Building, 222, Al Karama,  
Dubai, UAE

## CONTACT NUMBER

UAE: +971- 524071584

## E-MAIL

lavendervb83@gmail.com

## STRENGTH & SKILLS

- Confidentiality of data
- Problem Solver
- Creativity
- Judgement and Decision Making
- Presentation and Training
- Quick Learner
- People oriented
- Active & Initiative
- Discipline and determination
- Task prioritization
- Data analysis
- Team work
- Quick Learner
- Creativity

## EDUCATION

### Master of Business Administration(Finance)

Bharathiar University, Coimbatore,  
India

## CAREER OBJECTIVES

A Dedicated Human Resource Professional focused on developing efficient processes using knowledge of recruitment, performance management, employee engagement, employee relations, compensation and training and development. Highly efficient and well established in administrative environment that are fast - paced and challenging.

## WORK EXPERIENCE

### Crescent Human Resource Management, Dubai UAE

#### Recruitment Consultant

Aug 2019 till May 2020

- Sourcing candidates through various channels
- Manage and grow relationships with active clients
- Conduct interviews and reference checks to ensure candidates fitness according to client's requirements
- Scheduling interviews with candidates and clients
- Draft job descriptions, business contracts, and other related forms in coordination with the concerned parties
- Follow up pending payments and maintain high standards of confidentiality

### Western Furniture LLC (Arenco Group of Companies) Dubai, UAE

#### HR/Admin Officer

Oct 2018 to Jun 2019

- Organize and maintain personnel records
- Update internal databases (e.g. record sick or maternity leave)
- Prepare HR documents, like employment contracts and new hire guides
- Revise company policies
- Liaise with external partners, like insurance vendors, and ensure legal compliance
- Answer employees queries about HR-related issues
- Arrange travel accommodations and process expense forms
- Analysed, planned, managed recruitment process to enhance company's business
- Developing the HR plans and policies in conjunction with the company's overall development plan
- Developing the induction programmes for the new recruits
- Developing and implementing disciplinary policies
- Dealing with the final settlement of employees when they leave
- Maintaining good internal communication within the company
- Ensured compensation and benefits according to company policies
- Managed payroll calculation, compulsory insurances and other reports
- Coordination with the PR department for visa processing
- Payroll administration
- Reviewing resumes and applications
- Working with recruitment agencies to source for candidates for specific job positions
- Recording, maintaining and monitoring attendance on a regular basis.
- Maintaining personal files of employees
- Preparing HR letters/Memo/Circular as per the requirement of the Management

## PERSONAL DETAILS

**DOB** : 26.05.1983

**Gender** : Female

**Nationality** : Indian

**Marital status** : Married

**Visa status** : Visit visa

### Languages Known:

English, Malayalam, Hindi & Tamil

## JMA Supermarket LLC,Dubai,UAE

### Hr/Admin Coordinator

Jan 2018 till Aug 2018

- Explain human resource policies and procedures to all employees.
- Respond to employee questions during the entrance and exit interview process.
- Assist the HR Manager in recruitment and all HR operations.
- Assess employee performance and issue disciplinary notices.
- Organize employee schedules, department phone list and business card orders
- Inventory control of uniforms, office stationery and pantry supplies.
- Negotiating with staff and their representatives on issues relating to pay and conditions
- Administering payroll and maintaining employee records
- Safe custody of company's important files and documents
- Working closely with PRO for the new/renewal of Visas and other documentation.

## First Step Business Solutions, Dubai, UAE

### HR/Admin Coordinator

June 2015 till Dec 2017

- Working closely with various departments, increasingly in a consultancy role, assisting the managers to understand and implement policies and procedures
- Schedule and arrange the staff appointments with clients or company representatives
- Administering payroll and maintaining employee records
- Safe custody of company's important files and documents
- Manage the inventory of office supplies and equipment
- Coordination with drivers ,maintaining salik account
- Handling all cases with regards to Ministry of Labour and immigration with the guidance of the expert system

## Conares Metal Supply Ltd, Dubai, UAE

### HR Assistant

July 2007 till May 2009

- Handling Recruitment
- Payroll entry in Orion
- Visa Renewal / Ticketing / Travel Arrangements
- All operations through Dubai trade
- Employees Insurance / Company Insurance and other related works
- Handling grievances of employees
- Collecting of Hire request from various departments
- Assisting the HR Officer in all Human Resource activities

## OTHER EXPERIENCES (INDIA)

- Bethany Institute of Management Studies, Administration Manager June 2012 – Nov 2014
- Blooming Buds Bethania- Assistant Administration Manager June 2006 – June 2007