



# Reema Raveendran

HR EXECUTIVE

## Details

Sharjah

UAE

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## Links

[Linkedin](#)

## Personal & Technical

### Skills

Ability to Work in a Team

Effective Time Management

Quick Learner

Adaptability

Microsoft Office

Microsoft Excel

SAP

TALLY

## Areas of Expertise

- HR Administrative Functions
- Recruitment & Training
- HR Statutory Compliances
- HR Payroll

## Languages

English

Hindi

Malayalam

## PROFILE SYNOPSIS

Experienced HR professional who worked in diverse HR roles along different industries who communicates and cooperates effectively with all levels of employees by relying on excellent interpersonal skills, outstanding customer service and solid expertise in Human Resource Management.

## EXPERIENCE

### HR Admin, BAB AL SADA GENERAL TRADING L.L.C, Dubai

NOVEMBER 2019 – FEB 2021

- Maintained employee data & kept updated records of all employees.
- Applying for job posts online via Indeed and recruiting agencies.
- Interacting with customers, employees, Managers and vendors to provide assistance in the completion of HR transactions for staffing and on boarding.
- Coordinate activities, meetings, and various training programs.
- Manage Employee development, assessment and training sessions.
- Coordinating & follow up with PRO for visa formalities & providing required documents for the same.
- Providing administrative support to the team.

### HR Payroll Associate, NORTH GATE ARINSO -INFOPARK, Cochin

OCTOBER 2016 – JULY 2017

- Generating and processing of payment reports primarily using SAP and MS Excel.
- Ensure accurate processing of contract changes of clients
- Meeting SLA's and TAT's of all the service tickets handled
- Resolving all the queries of the employees relating to salary, benefits, leave, contract, EOS and payroll discrepancies.
- Auditing for correctness ahead of payroll runs.

### HR Executive, Aditya Birla Fashion & Retail Ltd- PANTALOONS, Calicut

MAY 2015 – AUGUST 2016

- Well-rounded background in human resources, training and payroll.
- Shortlisting & interviewing the resumes based on the job requirement.
- To ensure that new or transferred employees given proper & effective induction.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience certificate, relieving letter, etc.
- Tracking attendance, maintaining leave records, PF records, preparation of full and final settlement etc.
- Maintaining payroll operations by following policies & procedures.
- Conducted Employee safety, wellness and health sessions & CSR activities.

## EDUCATION

### MBA in HR & Marketing, Kannur University, Kerala

2014

### Bachelor of Business Management, Kannur University, Kerala

2012