



CURRICULUM VITAE

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OBJECTIVE

- To be part of a result oriented company where my skill and knowledge can be utilized towards continued growth and advancement in both ends.
- To offer my individual effort as well as to add a teamwork value to the organization.
- For an opportunity for further development of my abilities, skills, and knowledge in this established firm with long term career growth possibilities.

WORK EXPERIENCE

K M Trading Company LLC.
Supermarket & Department stores
Abu Dhabi UAE

Position- Senior HR Assistant

Duration- 5 years & 3 months

- Manage the HR department by developing and implementing, HR Policies, strategies and procedures.
- Manage policies regarding working conditions, disciplinary procedure and vacation management.
- Monitor protocols for employee performance management and prepare

monthly reports for employee performance.

- Scheduling training programs for all new and current employees (Essential Food Safety Training, Civil Defense, etc.)
- Obtaining and evaluating staff performance.
- Staying up-to-date, interpreting and advising on UAE Labor law and work in close co-ordination with company PRO.
- Preparing Annual settlement & End of service settlement.
- Coordinating with 35 branches, handling 1500 staffs and their requirements.
- Handling staff rejoining and updating in payroll system.
- Overtime- verifying and making system entries.
- Preparing and submitting documents to banks for account opening process.
- Checking and verifying daily attendance.
- Employee's salary updating in personal file and payroll system.
- Payroll- Salary preparing and posting.
- Report to management and provide decision support through HR metrics
- Managing external executive recruiting agencies, employment agencies, recruiters and temporary staffing agencies.
- All other administrative tasks as per the manager's requirements.

Etihad Express Trading L.L.C.

Abu Dhabi UAE

Position- Data Entry Operator & Store keeper

Duration- 1.5 years

- Maintaining and updating the customer database in the business software – addition of new customers, modification of pricing details etc.
- Extracting data from the business software and preparing reports on sales comparison, pending orders, inventory status etc.
- Keep the current pricing details updated in the business software.
- Preparing purchase orders for suppliers.
- Adding new barcodes and setting items price.
- Making invoices and getting approval from the authorized person.
- Checking items expiries and verifying the delivery and receiving of items.
- Monthly and annual stock taking.
- Dealing with suppliers and ordering items from wholesalers.

Sanora Mens Readymades shop.

India Kerala

Position- Sales man & Cashier

Duration- 6 months

- Dealing with customers.
- Handling cash.

SKILLS

- Self-motivated with good interpersonal skills.
- Hardworking and can handle pressure in any situation.
- Flexibility, Leadership, Organization, Team work.
- Quick learner with enthusiastic attitude.
- Ability to get along with others.
- Participate effectively in team works and can do multitasking.
- Will to excel in any job or responsibility entrusted with.
- Quick adaptability to new circumstances and environment.
- Ability to learn and absorb multifunctional aspect of management.
- Confident to perform detailed and sensitive assignment with initiative and dependability.
- Presentable and professional.
- I can think my own feet and can work under a lot of pressure.

EDUCATIONAL BACKGROUND

- Bachelor in Commerce (B.Com from Calicut University) Passed- 2014.
- Senior School education in Commerce, Central Board of Secondary, India-2010.
- Secondary School education, Central Board of Secondary, India-2008.

COMPUTER SKILLS

- TALLY. ERP9, Practical Accountancy & M.S. Office with 'A' Grade.
- MICROSOFT Applications.
- ERP Systems
- HR Payroll

LANGUAGES KNOWN

- English
- Hindi
- Arabic (fair)
- Malayalam

DRIVING LICENCE

- Holding valid U A E Light Duty Driving License.

PERSONAL DETAILS

Date of Birth	:	24 June 1992
Gender	:	Male
Religion	:	Muslim
Marital Status	:	Married
Nationality	:	Indian

PASSPORT DETAILS

Passport No.	:	U6367851
Place & Date of issue	:	COCHIN - 30.12.2019
Date of Expiry	:	29.12.2029
Visa status	:	Cancelled visa