



VIPANJIK MANIYAN



Dubai, U.A.E



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Personal Details:

Father's Name Maniyan
Date of Birth 02nd November,1992
Gender Female
Marital Status Married
Permanent Address Rejitha Bhavan
Chandanathopu (PO)
Nationality Indian
Passport No. S4177900

Objective:

Highly motivated and result-oriented HR professional with 03 years of outstanding management experience as an HR Assistant and sales personnel. Looking forward for a job where I can utilize my skills to the optimum towards achieving the organizational goal as well as self-development.

Education:

Master Of Business Administration (MBA) dual specification in **Human Resources Management (HRM) & Operations Management** from University Institute of Management, Alappuzha, Kerala-India **2015-2017** with first-class.

Technical Skills:

Operating System : All Versions of Windows
Office Automation : Outlook, Word , Excel and Powerpoint
Softwares : Web Paytrax, Trinetra (ERP)



AREAS OF EXPERTISE

- Talent Acquisition
- Induction and On-boarding
- Training and Development
- Leave Management
- Insurance Management
- Payroll Coordinator
- Performance Management
- Exit Interview and Off-boarding
- Administration & Hospitality
- Final Settlement & Vacation Payment



WORK EXPERIENCE

[Wyndham Garden Ajman Corniche](#) / [Ramada Hotel & Suites By Wyndham](#) | (MNC) Free zone, Ajman, UAE

HR Assistant | November 2019 – January 2021



- Appropriately assisted walk-in candidates with application procedures and coordinated interview schedule with department heads.
- Prepared associate requisitions form, employment offer and contract, Visa Processing forms, Biometric Process. service certificate, NOC & COE.
- Arranged and timely submitted documents to PRO for visa matters (employment visa, medical, Vaccination, emirates id, and visa stamping) renewals, cancellations, employment and transfers.
- Assisted to PAYROLL and Auditing of 163 associates in WGAC & 246 associates in RHSA.
- Coordinate and Assisted to **Ajman Tourism Development Department** (ATDD) by giving information and survey.
- Assisted PRO in preparing expense report for reimbursement and cash advance & Passport Inventories.

Strengths:

- Self-motivated, hardworking and dedicated team worker.
- Skilled in organizing, prioritizing, and scheduling workflow.
- Reliable, flexible and solution-driven.

Language Skills:

- Fluent in **English, Malayalam.**
- Able to speak in **Tamil, Hindi** as beginner.
- Able to read and write **Hindi.**

Soft Skills

- Confidentiality of data
- Problem Solver
- Creativity
- Judgement and Decision Making
- Quick Learner
- People oriented
- Active & Initiative
- Presentation and Training
- Professional Email Writing

- Handled accurately On-boarding services for new joiners overseas: Employment visa, ticket booking, transportation, and food & accommodation request.
- Facilitated orientation of new associates.
- Reviewed and updated monthly Biometric attendance, Manual attendance, Overtime and Less hours, Extra hours, Sick leave, Vacation leave, Local leave, Compensatory leave, Service charge, and Adjustments for the preparation of Payroll.
- Prepared Final settlements for resignation, termination & transfers
Overseas: Exit interviews, Leave balance, Gratuity, Recruitment charges, Acceptance of resignation, Associate requisition forms, final clearance, and visa cancellations, Transfer Letters, PP Releasing.
- Timely submitted bank account opening forms.
- Medical Insurance - Additions and Deletions, Upgrading & Licenses.
- Precisely booked ticket and arranged transportation for associates on leave and business trips.
- Prepared monthly report of medical expense, Invoices, credit notes booking fare charges – LPOs & PR Raising.
- To take sudden actions for any medical cases, emergencies, Incident reports, IOUs and associates accommodation problems.
- Document controlling: scanned, maintained and updated employee files, HR correspondence, passports, emirates id, ATM card and visa copy in HRIS (Web paytrax).
- Prepared NOC, Character certificates, Employment certificates, Warning Letters, Incident Reports, Special Appreciation certificates, Vouchers, Change Status, Promotion Letters, Request letters...etc.

Aditya Birla Retail Limited | Kerala, India

HR Assistant | (MNC) June 2017 to June 2019



- Source candidates by job postings through Social Networking Sites according to the requirements.
- Responsible for arranging interviews, completing job offer paper works and supporting successful staff induction.
- Coordinate all HR teams by managing schedule, filling important documents scanned and stored electronically and communicating relevant information to employees.
- Experienced in recruiting, training, supervising, appraising staff, personal records up-to-dates, scheduling duties.
- Issuing the salary revision letter, promotion letters, experience certificates, clearance certificate, NOC and salary certificate.

- Managing sickness records and the overall sickness administration of the company.
- Employee Benefits, Allowances.
- Being the first point of contact for all general HR enquires administration and correspondences.
- To provide a range of administrative support functions to HR teams such as offer letters, employee related letters.
- Providing all HR requirements to the employees and keeping their records
- Talking to both existing and potential employees on a daily basis.
- Coordinating HR department with other Department to ensure effective and timely flow of information.

SKILLS & ACHEIVEMENTS

- Having dual specialization in HR & Operations.
- Having excellent knowledge in MS Office Tools.
- Able to work on own initiative or as part of a team and can deal with administrative duties competently.

AREA OF INTEREST

- Human Resource, Assistant, Generalist, Coordinator, Officer Executive.
- Office Administration
- Operations
- Logistics
- Admin

REFERENCE

Shanti Ramachandran

Human Resource Officer
Wyndham Ajman
+97154 4081696

Bushara Fathima

Human Resource Executive
Ramada Hotel & Suites by Wyndham Ajman
+97152 552 4217

"I hereby declare that all the above provided information is true to the best of my knowledge."

Vipanjika Maniyan