FAZIL PAZHAYAKATH

Highly adaptable and Result oriented HR and Admin Officer holding Master Business Administration degree. Capable of management activities, operations thereby enhancing business profitability. Proven track record in consistently and effectively delivering Strategic Human Resource Management, Administration, Strategic Planning, Strategic Marketing, Operation & Accounting Services. Exhibits strong analytical and verbal communication skills.



EXPERIENCE



IDP ENGINEERING CONSULTANCY | AL BASRHA| DUBAI

HR & Admin

Jan 2019 till now

- ✓ Provide administrative support for the managers
- ✓ Proficient in complete employee life cycle.
- Assist in the recruitment administration by inviting applicants, preparing offer letters and contracts.
- √ Handling payroll management, performance appraisal, leave computation, visa processing etc.
- ✓ Managing HR policies and procedures.
- ✓ Carry out orientation or induction for new staff.
- ✓ Settle administrative problems through analyzing data and identifying solutions.



LIFE PHARMACY - LIFE HEALTHCARE GROUP | BUSINESS BAY | DUBAI

Store Manager

Jan -2018 to July -2018

- Meet sales goals by training, motivating, mentoring and providing feedback to store staff
- Ensure high levels of customer's satisfaction through excellent service
- ✓ Ensure has the required stock levels to maximize the sales
- ✓ Reduce stock loss and managing controllable costs.
- Provides assistance to all administrative &
- ✓ operational functions of the store
- Supervise the store and provide feedback to the Cluster manager /Area Manager with regards to the employees and product.
- ✓ Upselling and Cross selling of products

GET IN TOUCH



Al Barsha, Dubai



+971 545 650 838



fazil6t6@gmail.com

> PROFESSIONAL SKILLS

HUMAN RESOURCE MANAGMENT

ADMINISTRATION

OPERATION

EMPLOYEE RELATIONSHIP

TRAINING & DEVELOPMENT

DATA ANALYSIS

STAFF MANAGEMENT

RETAIL OPERATIONS AND PROCESS MANAGEMENT

PRODUCT | PRICING | PROMOTION MANAGEMENT

ACHIEVEMENTS

- UAE Driving License
- Mr. Punctual Certification
- Best Assignment Certification

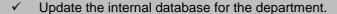
∠ PROJECT

 Effective Implementation of Strategic Human Resource Management & marketing | M Lounge apparel

ESPERER BUSINESS CONSULTANCY



August 2014 to August 2016



- ✓ Ensure all the personal files are always kept up to date.
- ✓ Suggest improvement systems such as HR policies, work performance, employee engagement, compensation and benefits.
- ✓ Coordinating Interviews with the hiring managers and follow up on the Interview process status.
- ✓ Assist the mobilization of the new hires.
- Assist in the recruitment administration by inviting applicants, prepare offer letters and contracts.
- Responsible for the complete joining formalities of new employee.
- Review salary process, sales incentive, bonus, awards and recognition.

A PERSONAL INFO

Nationality: Indian

DOB : 25 April 1995

Gender : Male

Languages : English | Malayalam |

Tamil | Hindi

PERSONAL SKILLS

VERBAL & WRITTEN COMMUNICATION

PEOPLE MANAGEMENT

TIME MANAGEMENT

MULTI-TASKING

EDUCATION

UNIVERSITY OF BOLTON | UNITED KINGDOM MASTER OF BUSINESS ADMINISTRATION 2017

THE B SCHOOL INTERNATIONAL | APPROVED BY PEARSON EDEXCEL | UNITED KINGDOM

POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT BTEC Level 7 2016

THE B SCHOOL INTERNATIONAL | APPROVED BY ABE | UNITED KINGDOM

ADVANCE DIPLOMA IN BUSINESS MANAGEMENT Level 6 2015

THE B SCHOOL INTERNATIONAL | APPROVED BY ABE | UNITED KINGDOM

DIPLOMA IN BUSINESS MANAGEMENT Level 5 2013

CERTIFICATIONS

CERTIFICATION IN LOGISTICS MANAGEMENT CONFEDERATION OF INDIAN INDUSTRY (CII)



