

# 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



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## PROFESSIONAL SKILLS

### HUMAN RESOURCE MANAGEMENT



### 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

### HR Executive

August 2014 to August 2016

- ✓ Update the internal database for the department.
- ✓ 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.



## 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)**



**DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING**  
**CAMBIAR TECHNOLOGIES PVT. LTD**