



JITHIN MOHAN

Career Objective

Looking forward for an opportunity wherein I can improve my academic and professional qualification and utilize my wisdom in a highly esteemed organization.

Highlights

- ✓ Experienced HR Officer with a demonstrated history of working in the office industry.
- ✓ Belief in team work, Initiative, Hard work, Sincerity, and the will to carry out the assignment in the specified time limit.
- ✓ Mettle to prove efficiency in niche of employment.

Academic Profile

- ✓ Diploma in Office Administration - Brit Academy (Online Course-2019)
- ✓ Graduation (BA-Business Administration) Kerala University (2015)
- ✓ Higher Secondary(School) Certificate (2012)
- ✓ Secondary School Leaving Certificate (2010)

Computer Knowledge

- ✓ Computer Software, Hardware, Web & Networking
- ✓ Enterprise Resource Planning (ERP)
- ✓ Talent Management System (TMS)
- ✓ Computerized maintenance management system (CMMS)

Training courses

- ✓ Mastering in Microsoft Word, Excel, and PowerPoint
- ✓ Customer Service/HR Policy and Procedure

Languages Known

Languages	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	✓
Tamil			✓
Malayalam	✓	✓	✓

Email

Mohanjithin31@gmail.com

Contact Details

Mob: +971-508686481

Present Address

Jithin Mohan
United Arab
Emirates, Dubai

Permanent Address

Kala Bhavan Anappetty
Tholicode P.O,
Thiruvanthapuram -695541
Kerala- state India.

Personal Data

Father's Name : Mohan Kumar. T
Mother's Name : Sreekala
Date of Birth : 14 June 1995
Sex : Male
Nationality : Indian
Marital Status : Single

Passport Details

Number:M6567461
Date of issue: 24 Feb 2015
Date of expiry: 23 Feb 2025
Place of issue: Trivandrum

Personal Interests:

Reading, Travelling

Work Experience

- ✓ Worked as a Office Administrator & Bank Teller (Operating Bank 4Sight System) for one year at Union National Bank, Abu Dhabi (June 2016 – May 2017)
- ✓ Worked as a Office Admin for one year at G4s Secure Service, Dubai (May 2015 – May 2016)
- ✓ Worked as a System Administrator for Two Year in Souparnika Tour and Travels, Thiruvanthapuram (March 2013 – Feb 2015)

Overseas Experience

Company Name: - National Catering Company (NCC Group) – Abu Dhabi & Kuwait

Designation: - HR Officer (June 2017 to August 2023)

Job Specific Skills

- ✓ Effective listening, speaking, and writing communication skills.
- ✓ Analytical and problem solving.
- ✓ Good organization skills of processing documentation, archiving, and filing.
- ✓ Has good knowledge and skills of Customer service.
- ✓ Team Work
- ✓ Multitasking Skills
- ✓ Organizational Skills
- ✓ Time Management
- ✓ CMMS & ERP System
- ✓ Email Etiquette
- ✓ Customer Service
- ✓ Proficient in Microsoft Office
- ✓ Office Administration

Job Responsibility

- ✓ Responsible for operational activities in the site office & camp or rig under his supervision, ensuring the daily Goods management of the location.
- ✓ Preparing job descriptions, advertising vacant positions, and managing the employment process.
- ✓ Orientating new employees and training existing employees.
- ✓ Monitoring employee performance.
- ✓ Ensuring that all employees are organized and satisfied in their work environment.
- ✓ Overseeing the health and safety of all employees.
- ✓ Implementing systematic staff development procedures.
- ✓ Providing counseling on policies and procedures.
- ✓ Ensuring meticulous implementation of payroll and benefits administration.
- ✓ Communicating with staff about issues affecting their performance.
- ✓ Ensuring accurate and proper record-keeping of employee information in electronic and digital format.

- ✓ Support the development and implementation of HR initiatives and systems
- ✓ Provide counseling on policies and procedures
- ✓ Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- ✓ Create and implement effective on boarding plans
- ✓ Develop training and development programs
- ✓ Assist in performance management processes
- ✓ Support the management of disciplinary and grievance issues
- ✓ Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- ✓ Review employment and working conditions to ensure legal compliance
- ✓ Communicating with staff about issues affecting their performance.
- ✓ recruiting new staff
- ✓ making sure that staff get paid correctly and on time
- ✓ managing pensions and benefits administration
- ✓ approving job descriptions and advertisements
- ✓ looking after the health, safety and welfare of all employees
- ✓ organizing staff training
- ✓ monitoring staff performance and attendance
- ✓ advising line managers and other employees on employment law and the employer's own employment policies and procedures
- ✓ verifying that candidates have the right to work at the organization
- ✓ advising on disciplinary and employee performance problems

Declaration

I hereby declare that the above-furnished information is true to the best of my knowledge.

Place: Dubai

Yours Faithfully
Jithin Mohan