



E-mail : shinuemil@gmail.com

Mobile : +971 528697362

To be part of a goal oriented professional team that provides an inspiring and innovative work environment. Seeking for a challenging and prosperous career in the field of Administration and Human Resource.

Snapshot

- Career records nearly 15 years of experience in General Administration, Talent Sourcing, HR, Recruitment, Business development and in diversified industries in the Middle East.
- Merit of handling entire gamut of Operational functions including involving: recruitment, manpower planning, training and development, employee relations and HR coordination.
- Oversaw responsibilities pertaining to Talent Acquisition; deft at planning, sourcing, assessing, hiring and on boarding of top talent.
- Proactively recommended developed and implemented new staffing initiatives; tracked, analyzed and reported the recruiting metrics.
- Successfully delivered recruitment solutions and developed strong internal network of contacts.
- Acquired comprehensive experience in forecasting manpower requirement & designing plans for acquiring requisite skills and competencies.
- Deft at leading, coaching, and developing staff to ensure that all things work in an accurate, timely and cost effective manner.
- Self-motivated, pro-active and a reliable individual with ability to perform best in various challenging situations. Strategic /analytical professional with outstanding problem-solving and negotiating performance.

Areas of Expertise

- General Administration
- Team Management
- Client Relationship Management
- Excellent Talent Sourcing Techniques
- Recruitment Functions
- Employee Training
- Orientation Relations
- Employee Relations
- Marketing and analyzing

Job profile

Total Year of experience:15

YEAR		COMPANY	COUNTRY	DESIGNATION
FROM	TO			
Nov 2020	Presently	Makstylo Interior	UAE	HR & Admin
Jan 2014	July 2019	Hebron Engineering	Qatar	BDO & HR Executive
Nov 2010	Nov 2013	Badar Hospital	Sultanate of Oman	HR & Admin
April 2010	Nov 2010	NIFE	India	Admin. Officer
Feb 2009	March 2010	Hamton International	Qatar	Admin & HR Assistant
Feb 2006	Dec 2008	ICICI Prudential	India	Marketing & Customer care
Jan 2005	Dec 2005	Academy for Fashion Designing	India	Counselor

Job Responsibility as Admin. & HR:

- Responsible for day to day Administration in the office as well as in the sites.
- Solving the workers as well as staffs Problems.
- Able to help the Accounts Dept for Final settlements of the staffs as well as workers.(Good with Manuel Accounting)
- Assist in employee leave tracking and sending leave status reports.
- Maintaining employee records and information.
- Responsible for the employees screening, training and personal Development, there compensation and benefits.
- Planning and implementing new HR initiatives like linking pay to performance, reward and recognition policy, other employee benefit programs.
- Preparing monthly Payroll for employees.
- Maintain of Time Card record and time sheet of site workers/employees.
- Coordinating with client and logistics for site requirements and maintain complete record of utensils and office supplies.
- Issue of inter-office memorandum and internal memo.
- Followed a flow chart for document distribution from department to department.
- Attending telephone and Fax, arranging Internal Meeting.
- Develop and implement various procedures for company wide document management system such as issue/ receipt, modification/ up date of documents, scanning, retention and destruction of company documents.
- Independently interact with other departments to implement company document management policies.
- Communicate orally, in the English language, with employees and the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Comprehend and make inferences from written material.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting
- Performs a wide variety of complex and confidential secretarial tasks for an administrator; Schedules and coordinates appointment calendars for one or more administrators.
- Responds to sensitive requests for information and assistance.

- Coordinates the flow of paperwork including periodic and special reports between departmental headquarters and various divisions.
- To act as first point of contact for incoming queries and support staff, external agencies, and the general public
- To record, filter, disseminate and communicate all incoming and outgoing matters to the Manager, taking follow-up action where appropriate.
- To facilitate communication generally.
- To establish and maintain efficient office administration procedures that ensure the effective processing of workloads
- To organize meetings on behalf of the Manager and the board, and to attend these where required to record minutes, manage administration, assist with reports, etc.
- To make travel and hotel accommodation arrangements for the Manager
- To assist in the maintenance and delivery of policies and procedures in the areas of human resources, health and safety, etc.
- Effectively manage the delivery of human resources services to all employees.
- Re-engineering the department, policies and procedures, as well as manages the other general duties.
- Provide the action plans to develop, administer and report on HR Policies/Strategies.
- Co-ordinating with company's legal advisors/ lawyers and assisting them by providing documentary evidences and other supporting documents & records for drafting labour & criminal cases;
- Looking into matters related to management of company's guesthouse, company vehicles, canteen, and mess
- MIS/Special Project Reports, Management Compensation, Pay Roll Queries including Company's confidentiality.
- Handling matters related to HR Management viz. manpower planning and controlling, recruitment & selection, wage & salary administration, leave administration, promotion and transfer, compensation & benefits administration, HRD & employee training and development and implementing performance appraisal & management system;

Job Responsibilities in Recruitment Management:

- Implementing techniques, process and structures in recruitment of individuals to the organization.
- Managing recruitment life cycle for sourcing best talent from diverse sources after identification of manpower requirements.
- Identifying and tracking cost, benefit and effectiveness of recruitment sources and activities.
- Carrying out reference assessments; auditing personal files; coordinating to resolve issues & advise on recruitment progress.
- Analyzing job market, forecasting the employment needs and developing an annual recruitment plan to support planned/ current hiring activity and ensuring adherence to Company staffing objectives.
- Using databases, networking, targeted advertising, internet recruiting resources and head-hunting.
- Interviewing the applicants to obtain information on work history, training, education, achievements etc.; administering and evaluating the psychological tests.

Education

- B.A Economics from (NSS College Pandalam, Kerala, India)

Achievements and Co-curricular Activities

- Participated in various cultural activities at school and college level
- I took part in anchoring in the college functions and company special events.

Soft Skills

- Quick learner
- Adaptability
- Problem solving skills
- Good communication skills

Computer Proficiency

- Computer Fundamentals, MS DOS, MS-Office (Word, Excel, Power Point, Front Page and Access), Internet concepts
- Business Application Software's
- Knowledge about Internet & E-mail

Personal Particulars

Nationality	Indian
Date of birth	29 th July 1980
Marital status	Married
No. of children	One
Passport No.	R5431900
Visa Status	UAE valid EID

Additional Informations :

Language Known: English, Hindi, Malayalam & Arabic

References:

Available upon request.