

CURRICULUM VITAE



**SHAMER USEPH
PULAKKAL**

+971 50 121 5223

E-Mail

shameruseph@outlook.com

Personal Details

Date of Birth

19/05/1990

Gender

Male

Nationality

Indian

Marital status

Married

Languages

Malayalam, English

To Read & Write

Malayalam, English

Hobbies

Travelling, Mobile
Photography, Cooking

Present Status

Visit Visa (3 Months)

Contact Details

SHAMER USEPH PULAKKAL

ABU DHABI

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Career Objective

A dedicated professional with proficiency in mastering HR situations, highly knowledgeable in a wide variety of professional disciplines and an expert at implementing employee welfare policies, targeting senior level assignments in HRM / Personnel Administration with a reputed organization.

Personal Profile

I am reliable, well organized, and used to working on my own initiative. I am able to prioritize my work load. I am comfortable working on my own or as part of a team. I feel that I am a dedicated and professional individual, able to communicate with all levels of staff and can put forward well-reasoned and considered arguments. I like to deliver work that I can be proud of irrespective of the subject matter. I am very committed and will go to almost any lengths to get the job done.

Personal Strengths

- Work with Dedication and Determination
- Analytical, communication, and interpersonal skills
- Able to build good relationship with people in organization at all levels.
- Ability to work individually, in-group.
- Easily adaptable to any new technology with minimum training.
- Interested in learning new things and in implementation.
- High-Energy work ethic and commitment to client service.
- Expert in **HAAD & DHA** License processing for individual & facility.
- Member in Abu Dhabi Police community 'WE ARE ALL POLICE'.
- Active Volunteer in Volunteers.ae

Work Experience

Worked with Alps International Science Academy, India (01-01-2019 to 31-12-2019) as an HR Manager.

Worked with Oiltech International LLC, Abu Dhabi (01-04-2018 to 13-11-2018) as an HR Executive.

Worked with Canadian Medical Center, Abu Dhabi (01-05-2015 to 18-11-2017) as an HR Supervisor.

Worked with Canadian Medical Center, Abu Dhabi (26-09-2014 to 30-04-2015) as an HR Officer.

Worked with Peniel HR Solutions, India (2013-2014) as an HR Assistant.

Job Responsibilities

Recruitment/Hiring:

- Managing End to End recruitment through Job sites, walk-ins, referrals, advertisement, out-station hiring & head hunting for all level positions (blue collar, white collar and C level/ Executive profiles).
- Conducting Interviews and selection of right competencies within the minimum stipulated timelines.
- Ensure 100% compliance to the specified SOPs (standard operating procedure) of HR.
- Support RPLC (Recruitment Process Life Cycle) as per the set target of different levels/Categories by conducting the first preliminary round of the candidates for further short listing.
- Maintain Database on referral basis in order to reduce recruitment cost.
- Ensures the completion of joining formalities of the new joiners.
- Employee Induction.
- Ensuring the proper co-ordination with the other departments for different related issues (interviews, trainings, follow ups etc.)
- Design various recruitment strategies for all candidates
- Prepare an efficient network and design efficient workflow strategies for all internal and external research.
- Collate all competitive data and manage all communication with team and develop effective relationships with hiring manager to implement various strategies.
- Monitor all sourcing activities and manage all corporate resources and implement all applicant tracking systems and collaborate with hiring manager to perform all interviews.
- Ensure compliance to all company policies and recommend development to process if required and perform research on all various hiring practices.
- Visa Process as per the UAE Law.

Compensation and Benefits/ Payroll:-

- Design compensation and benefits packages under the supervision of top level management.
- Market Mapping of different positions and levels (including “C” level roles)
- Review current HR technology and recommend more effective software (including HRIS and ATS)
- Measure employee retention and turnover rates.
- Good knowledge of labor legislation (particularly employment contracts, employee leaves and insurance)
- Collecting, calculating, and entering data in order to maintain and update payroll information.
- Resolving payroll discrepancies.

Training and Development / Employee Engagement:

- Assess training needs and coordinate learning and development initiatives for all employees
- Conducted various training sessions on Behavioral Training- Decision Making, Interview Skills
- Organize Organizational events such as Open Houses, workshops, Developmental Sessions etc.
- Taking feedback for effectiveness of training.
- Initiated various employee engagement activities such as “Weekly Quiz”, “Appreciation Awards” on Monthly, Quarterly and Yearly basis, and organizing occasional celebrations (Birthday celebrations, Women’s Day Celebration, Christmas Celebration etc), Women Badminton Tournament and other events at site.
- Successfully initiated and completed employee survey on Survey Monkey. Survey feedback main motto to redefine and reframe Hr policies and procedures for employees.

Other Supportive Responsibilities: -

- Responsible for Visa process and Complete On Boarding process of new joiners.
- Responsible for arranging all required documents for visa and preparation of employment contract.
- Assisting the HR Head for various other activities which includes presentations, audit arrangements, travel arrangements, vendor management etc.
- Take care of travel arrangements, HR meetings, open houses, and Workshops etc.
- Ensures Timely completion of various MIS Reports of HR function
- Responsible to prepare Offer Letter, Promotion Letter, salary certificate, NOC and Increment letters after the discussion with Higher authority
- Regular update employee records database.
- Monitor HR Department Budget.
- HR reports, Expenses Tracker, HRMIS, Dashboards, Monthly training reports, presentations, Daily tracker etc.
- Maintaining personal files of the employees.
- Act as the point of contact regarding labor legislation issues.
- Coordinate with Insurance representative for Medical insurance of the employees, related queries and renewals.
- Manage employees' grievances.

Academic Qualification

- MBA (HR) FROM SIKKIM MANIPAL UNIVERSITY 2012- 2014
- B A (HISTORY) FROM M.G UNIVERSITY KOTTAYAM 2009- 2012

Computer Skills

- OPERATING SYSTEM (WINDOWS 10 & MacOS-Catalina)
- DIPLOMA IN MS OFFICE

Driving License Details

UAE Driving License

LicenseNumber:2350683

Date of Issue : 02-06-2016

Date of Expiry: 01-06-2026

Indian Driving License

License Number: 39/3224/2008

Date of Issue : 26-08-2008

Date of Expiry: 25-08-2028

Reference

1. Mr. Nagababu Vittam– Principal (Alps International Science Academy- India)
Phone: +91 9895063891
2. Mr. Haris Mammu – CFO (Canadian Medical Center- UAE)
Phone: +971 0526205872
3. Mr. Jacob Raju – MD (Peniel HR Solutions- India)
Phone: +91 9947189235

Declaration

I hereby declare that the above information is true to the best of my knowledge and belief. I bear the responsibility for the correctness of the above particulars.

Place:

SHAMER USEPH PULAKKAL

Date : / /