

JANICIA MELVIN

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OBJECTIVE

To work for a friendly and exciting company that is looking for a HR Administrator who can reflect their values of excellence & quality.

PERSONAL PROFILE

A competent and organized individual who is able to work as part of a team and manage several priorities at any one time. To learn and grow within a firm with a positive attitude, strong work ethic, and a keen desire. Possess excellent communications skills, and always treats people with respect and according to their individual needs. As a dedicated professional, understands the importance of the HR department to any organization, and therefore aims to make as effective and efficient as possible.

CAREER HISTORY

SIGN SHOPPE INTL. GEN. TR. LLC., MUSCAT, DUBAI (MAR 2012 – TILL DATE)

HR-Admin Coordinator

- Coordinate with Line Managers on recruitment needs.
- Ensure all recruitment processes are implemented and adhered to.
- Develop and maintain job descriptions for all employees.
- Take ownership of placing all recruitment advertisements, manage the selection process of candidates and subsequent interview processes.
- Draft and issue employment contracts.
- Manage on-boarding process of new personnel.
- Liaise with PRO's on visa processing.
- Conduct HR Inductions for all new employees.
- Ensure all personnel records are created and maintained throughout the employee life cycle.
- Ensure Leave Management procedures are adhered to and monitored including availed annual air ticket or flight ticket related to rotation leave.
- Provide HR assistance to employees when required.
- Manage complete exit process and repatriation procedures for personnel separating from the company.
- Assist the HR Manager and Line Manager with the bi-annual review process.
- Ensure all Performance Reviews are recorded in a timely manner.
- Assist the HR Manager and Line Managers with all disciplinary actions, drafting and issuing of warning letters and record keeping of incidents.
- Perform other HR related tasks that may be assigned.
- Maintain highest level of confidentiality.

ERSM INTERNATIONAL LTD, DUBAI, UAE (28/11/2004 till 31/01/2012)

HR-Admin Executive: May 2007 till January 2012

- Developing the HR plans and policies in conjunction with the company's overall development plan.

- Overall responsibility of man power planning and recruitments.
- Developing the induction programs for the new recruits.
- Working out the compensation plan and policies.
- Conducting researches to study the current compensation trends in the market.
- Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
- Co-coordinating with finance department for processing of payments to employees.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Aware of the UAE labor law.
- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Developing and implementing employee welfare policies.
- Developing the exit process for the employees.
- Dealing with the final settlement of employees when they leave.
- Maintaining good internal communication within the company.
- Developing various reports for management which make it easy to make decisions regarding the current resources.

Travel Coordinator: July 2005 till May 2007

- Bookings made as per the contract and on requirements from the HR department.
- Prepares CPO for each booking and gets authorized.
- Prepares Sitrep – daily travel report and keeps in track of the tickets not used.
- Application for ticket refunds before the date of expiry and follow up on the credit notes.
- Weekly report is submitted to the finance department.
- Prepares travel reconciliation report when the monthly statement is received.
- Filing of CPO, invoice and credit notes according to the monthly statement.
- Supporting documents filed according to the monthly statement received.
- Monthly spreadsheet prepared for each corporate travel accounts.

Accounts Assistant: November 2004 till July 2005

- Prepares payment orders to suppliers.
- Monitors payments of clients.
- Maintain accurate account for Petty Cash Fund and Revolving Fund of the Branch.
- Data entry of cash in countries of all our branches in QuickBooks
- Monitors daily bank transactions and prepares daily cash book balance.
- Maintains fixed assets records.
- Process payroll at the Group level.
- Post and allocate rental receipts.
- Prepare bank reconciliation statements. Handle Accounts Receivable and Accounts Payable.

SIEMENS, BANGALORE, INDIA (23/08/2003 till 23/08/2004)

Team Leader & Customer Service Representative of Technical Support team

- Consistently maintain a positive attitude and enjoy helping people
- Accurately record, remember and verbally communicate detailed information
- Cooperatively work with others to produce and deliver required works
- Patient listener who fully focuses on speakers and understand a variety of accents

EDUCATION

Bachelor of Business Administration: Distance Education from Madurai Kamaraj University, Dubai, UAE. Period from 2010 till 2013

Airline Passenger Handling: Emirates Aviation College, Dubai, UAE. Period from 25 September 2004 till 30 October 2004 passed with distinction and was awarded for the 'Best Project'.

Bachelor of Computer Application: AMC College, Bangalore, India. From 2000 till 2003

Pre-University: Bishop Cottons Women Christian College, Bangalore, India. From 1998 till 2000

Completion of School: International Indian School, Jeddah, KSA

PERSONAL DETAILS

Visa Status:	Valid UAE visa
Driving License:	Valid UAE driving license
Date of Birth:	23 September 1982

REFERENCES: Available on request