



FLOWSME VINCENT

Human Resource / Administration

An effective and confident communicator who is also a self starter with the dedication and motivation to succeed in a busy HR department. Possessing an in-depth knowledge of HR and Admin processes and procedures and a proven track record of providing support to HR Executive, HR Coordinator and Top management. Easy going by nature and able to get along with both work colleagues and senior managers when providing comprehensive administrative support through day-to-day operations of human resources department. Presently looking to progress a career by joining an exciting and ambitious company that rewards ability and hard work.



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Dubai, United Arab Emirates



01 September, 1996



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AREAS OF EXPERTISE

Employee Engagement

On-boarding & Off-boarding

Proficient in MS Office Suite

Harri Software

HROPAL - HRIS Software

FMC Software

Tally ERP 9

New Hire Paperwork

Performance Management

Team Work

Talent Acquisition

Payroll

Basic knowledge of U.A.E Labour Laws

WORK EXPERIENCE

Former Human Resource Intern

Msbah Al Aman Electromechanical Works LLC

05/2020 - 09/2020

Deira, U.A.E

- Preparing and updating employment records related to hiring, transferring, promoting and terminating.
- Assist Human Resource Manager in day to day department administration.
- Provides secretarial support by entering, formatting, printing information, organizing work, answering the telephone, relaying messages, maintaining equipment and supplies.
- Assisting in the coordination of On-boarding and Off-boarding activities for all candidates.
- Maintained an up-to-date database of CV's for future facilitation of recruitment needs.
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks.
- Handles and receives employee complaints, queries and suggestions.
- Coordinate HR projects, meeting's, training's and take minutes.
- Performed miscellaneous job-related duties as assigned.

Former Cluster Human Resource Intern

Radisson Blu Hotel Apartments & Radisson RED

11/2019 - 03/2020

Dubai Silicon Oasis, U.A.E

- Compiling and updating employee records in the form of both, hard & soft copies.
- Providing transactional HR and Admin support to HR Executive & HR Coordinator across all processes.
- Performing general administrative and clerical duties such as email correspondence, filing, record keeping, scanning, copying, booking of meeting room and ordering of HR office supplies.
- Supporting in recruitment and administration of new hires, terminations, compensation, training and development and performance management.
- Facilitated in coordinating and organizing the company's HR policies and procedures.
- Coordinating with PRO for medical insurance, OHC and ticket booking for all employees.
- Preparing posters, monthly calendar, letters, certificates, employee ID cards and maintaining the notice boards.
- Provides payroll information by collecting time and attendance records.
- Performed miscellaneous job-related duties as assigned.

KEY ACHIEVEMENTS

- Able to work in a busy and varied role that requires good attention to detail.
- Successfully completed assigned HR projects prior to deadlines.
- Planned, organized and facilitated monthly employee events.
- Assisted in on-boarding and induction for 14 newly joined employees.
- Accurate, timely, confidential and efficient record-keeping.
- Keeping abreast of changes in HR policies and procedures.
- Developed a close working relationship with top management.

LANGUAGES

English
Full Professional Proficiency

Malayalam
Native or Bilingual Proficiency

Hindi
Full Professional Proficiency

Arabic (Read & Write)
Limited Working Proficiency

ADDITIONAL INFORMATION

Visa Status : U.A.E
Residence Visa

Nationality : Indian

Availability : Immediate
Joiner

EDUCATIONAL HISTORY

Master of Business Administration - Human Resource and Finance

Birla Institute of Technology

2017 - 2019

Ras Al Khaimah, U.A.E

- ▣ Secured 90% overall [First Class with Distinction]

Bachelor of Arts in Business and Finance

Heriot-Watt University

2014 - 2017

Dubai, U.A.E

- ▣ Secured 85% overall.

Higher Secondary Education - CBSE (11th & 12th)

The Indian High School

2012 - 2014

Dubai, U.A.E

- ▣ Secured 85% overall.