



Navas Noorudheen



 navazshirinz@gmail.com

 0588844571

 [linkedin.com/in/navas-noorudheen-8672b1149](https://www.linkedin.com/in/navas-noorudheen-8672b1149)

 <https://www.linkedin.com/in/navas-noorudheen-8672b1149/>

Summary

7 years' experience in Human Resources management.

Dealing with all kind of recruitment needs & employment issues of the company. Ensuring the timely recruitment of new employees into the business from the initial job offer being made through to their induction into the company including offer letters and contracts etc.

Experience

Sr. HR & Admin Officer

AL FARES INTERNATIONAL TENTS (Dubai, UAE)

Nov 2018 - Present

Jobs & Responsibilities

1. Organizing and arranging interviews for candidates.
2. Writing the terms of employment & contracts for new employees.
3. Conducting interview with job applicants, asking relevant questions.
4. Writing job specifications and designing job adverts.
5. Deciding which online job sites advertise jobs in.
6. Conducting pre-employment checks on job applicants i.e. references, medical approval & academic.
7. Assisting in the short listing of suitable candidates from applications.
8. Making the Job offer letters for the new candidates once it's discussed from the management.
9. Verifying new joining forms with the concern department supervisors / foreman & taking further approvals from management.
10. Checking the monthly attendance sheets for labours and biometric punching reports for office staffs as manually and forwarding to accounts department.
11. Verifying all kind of salary deduction as every month before the attendance process.
12. Verifying the salary increments forms and taking approval from the management.
13. Resolving payroll discrepancies and answering any employee payroll queries.
14. Maintaining all payroll operations according to company policies and procedures.
15. Applying the medical health insurance for the new / renewal members with the excel sheet & supporting documents.
16. Following up with the insurance company by email / phone call until we get the insurance.
17. Sending the bills / receipts for the claims.
18. Applying the workman compensation for the workers if the accidents / incidents happens on sites / factory and following up with the insurance company.

ALFARES
Intl. Tents

19. Making insurance members renewal list by every year and sending to the insurance company.
20. Taking all kind of HR documents approval from the chairman and updating in the sheets.
21. Maintaining all kind of excels sheets like (Employee master sheet, Leave tracker, New & Renewal Visa process, Passport tracker, Cancellation & KSA list.
22. Conducting the employee's grievance for all staffs & workers.
23. Involving all kind of issues / problems from the employees.
24. Issuing official disciplinary action letters for the employees.
25. Assisting public relation officers for the visa process, medical & EID appointments etc.
26. Coordinating with the finance team for the employees related vacation settlements / final settlements.
27. Applying all kind of immigration visas for employees in ICA federal authority & GDRFA Dubai sites & also doing dependent / spouse visas for employees.



Human Resources Executive

ROYAL UNITED METAL & GLASS (Ajman, UAE)

Jun 2016 - Aug 2017 (1 year 3 months)

- Specific Job description & Responsibilities

1. To book the Air tickets for employees vacations, emergency cases & all purpose for the exit.
2. Scheduling the HR meetings and make a records of minutes meetings.
3. To apply the local visit visas for our clients, guests & etc.
4. Responsible for our sub-contractor agreement new groups and the renewal cases.
5. Scheduling the interviews and other formalities etc.



HR Executive

DELTA AL EMIRATE (Dubai, UAE)

Feb 2015 - May 2016 (1 year 4 months)

- Specific Job description & Responsibilities

Answering employee questions.

Processing incoming mail.

Creating and distributing documents.

Providing customer service to organization employees.

Serving as a point of contact with benefit vendors/administrators.

Maintaining computer system by updating and entering data

Setting appointments and arranging meetings.

Maintaining calendars of HR management team.

Compiling reports and spreadsheets and preparing spreadsheets.



Education:

William Carey University (Wes Approved)

Shillong – Meghalaya – India

Bachelor of Business Administration - BBA, Human Resources Management/

Personnel Administration, General

2011 – 2014



Skills

Human Resources (HR) • Microsoft Excel • Microsoft Word • Management • Interviewing • Organizational Development • Employee Relations • Talent Management • Recruiting • Personnel Management

Personnel Information

Nationality-----Indian

Date of Birth-----09/Dec/1994

Marital-----Married

Languages-----English, Hindi, Malayalam & Tamil

Contact No----- 058844571

KEY SKILLS AND COMPETENCIES

Knowledge of promotional issues, salary reviews, examination awards etc.
Excellent telephone manner and high standard of communication skills.
Can ensure a company has the right balance of staff in terms of skills & experience.
Experience of employee salary reviews.
Able to analyze and interpret complex information.
Able to deal with highly confidential matters professionally & discreetly.

I hereby certify that all the above statements and information are true and correct to the best of my ability and beliefs.

Yours Truly,

Navas Noorudheen