

CURRICULUM VITAE



Name: Muhammed Shibin

Phone Number: +971-559195228

Email:

muhammed.shibin244@gmail.com

Address: Dubai, UAE.

Visa Status: Resident Visa

Notice period: Immediate

Valid UAE driving license

Skill set:

- Time Management
- Organizational skills
- Schedule management
- Team skills

Technical skills:

- Microsoft office
- Tally ERP 9
- Well versed with internet applications

Personal Data:

Date of Birth : 28-05-1994

Nationality : Indian

Language Known : English,
Malayalam, Arabic, Hindi

References can be provided upon request.

Professional objective:

Globally focused business graduate with 3 years of progressive experience in HR/Admin roles providing executive support and administrative assistance to superiors efficiently and effortlessly. Open to take up challenging tasks, which provide learning opportunities to acquire knowledge, skills, and expertise to implement ideas efficiently and effectively and serve the company in the best possible way. Seeking for a position in an environment where I can utilize my experience and my knowledge to add value to an organization.

Professional expertise:

Company: Somerian Health Care (Tamouh Healthcare LLC), Abu Dhabi

Position: **HR Coordinator cum Admin**

Duration: 15.07.2020 till 02.01.2023

- Supervising members of the administrative, and equally dividing responsibilities to improve performance
- Manage agendas, travel plan and appointment for upper management.
- Maintain employee data base including visa records, attendance and leaves.
- Handling new application, renewals and cancellation of visa works.
- Daily inventory management.
- Verification and reporting of daily test records.
- Guiding the customer under government regulations.
- Submit report and prepare proposals and presentations as needed
- Assist customer with queries or requests.

Company: Smash Tours & Travels, Smash General Trading, Dubai

Position: **HR executive**

Duration: 15.10.2019-30.05.2020

- Handling visa related works-including new applications, renewal, followed by medical and Emirates ID application & EID collection and cancellation for all employees.
- Handling insurance-medical, travel and other office insurance.
- Maintaining records of company vehicle maintenance and renewal.
- Renewal of Company trade license.
- Resourcing, screening, conducting personal & telephonic interview of candidates.
- Preparing offer letter, job description, training and completing joining formalities.
- Maintain monthly records of employee's attendance, leave & payroll verification.
- Coordinate with banks for various company requirement.
- Management and verification of petty cash & employee reimbursement files.

Company: Asclep Pharma & Surgical, Kochi, India

Position: **HR Assistant**

Duration: 03.09.2018-06.09.2019

- Providing effective administrative support for the HR advisors & Managers.
- Monitoring and reporting Manager's email and responding if required.
- Conducting telephonic or personal interview with candidates and preparing offer letters and candidate reporting documents.
- Maintain monthly employee records, attendance, leave records & payroll.

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Company: Mahindra Reva, Bangalore, India

Position: **Intern**

Duration: 08.10.2017-08.12.2017

- Preparation of customer queries sheet.
- Preparing the list of customers on the basis of 'Reva Satisfied customers' to support promotion of the product.

Academic details:

Course: Master in Business Administration - Human Resource & Marketing

University: Bangalore University

Year: 2016-2018

Course: Bachelor in Commerce

University: Calicut University

Year: 2013-2016

Graduation projects:

- **Title:** A study on customer preference of Electronic car with special reference to Mahindra Reva
Company Name: Mahindra Reva, Bangalore, India
- **Title:** A study on 'Keep fit yourself natural always' campaign on Nagarjuna Herbal Concentrates
Company Name: Nagarjuna herbal concentrates, Bangalore, India
- **Title:** A study on effectiveness of marketing strategies of Lulu gold
Company Name: Lulu gold & diamonds, Kerala, India

Declaration:

I do hereby declare that the above-mentioned details are true to best of my knowledge and belief.

Yours faithfully,
Muhammed Shibin