



ROSHINI SUSAN JOY

HR ADMINISTRATOR

☎ 0508424196

✉ roshinijoya@gmail.com

🏠 208 Al Hamariya Building Burjuman, Dubai UAE.

EDUCATION

2012-2016
MAHATMA GANDHI UNIVERSITY
BTECH - ELECTRONICS AND
COMMUNICATION
CGPA-7.4

2010-2012
KERALA STATE GOVERNMENT
HIGHER SECONDARY, SCIENCE
CGPA-8.9

PERSONAL DETAILS

DATE OF BIRTH : 21-07- 1993

NATIONALITY : INDIA

MARITAL STATUS : MARRIED

VISA STATUS : VISIT VISA

(Will be changed to Husband visa)

LANGUAGE SKILLS

ENGLISH

HINDI

TAMIL

MALAYALAM

CORE COMPETENCIES

EMPLOYEE RELATIONS
CUSTOMER SERVICE
RECRUITMENT & STAFFING
PAYROLL

COMPUTER KNOWLEDGE

MICROSOFT OFFICE
MS-OUTLOOK
CCNA
MCSA

PROFILE

I am keen to assume challenging responsibilities that will maximize and further enhance my current knowledge. I consider myself as a motivated individual with team building & Management skills and inter-personal skills, and highly driven to succeed. I am ready to adapt new technologies and also ready to meet challenging targets.

WORK EXPERIENCE

➤ **HR Administrator / May 2018 - June 2020.**
Unicare Medical Centre , Dubai, UAE

DUTIES PERFORMED

- Facilitate recruitment process by posting ads using various media and coordinating with recruitment partners.
- Keep track of all expiry dates related to HR function, such as
 - a) Visa, Labour card and Passport Renewal dates.
 - b) Visa cancellation and employee exit formalities include final settlement and travel arrangements.
 - c) Health insurance addition and deletion.
- Provided administrative support to senior-level staff.
- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity and Payroll.
- Prepare offer letter & contracts for all new recruits and obtaining all on-boarding documents and information.
- Liaise with PRO in preparing of MOL Contract as per approved and accepted offer letter, Visa, immigration prior to joining date.
- Coordinating with new employee and PRO for required medical to complete visa process.
- Making sure all staff is working in accordance with company rules and regulations.
- Coordinating any Insurance Claims for and against the company.
- Maintaining Employee Records.
- Updating staff details on HR software.
- Follow-up on resignation approval.
- Conduct final settlements as per the reasons for separation in compliance with HR manual.

- Calculating & processing Final Settlements.
- Recovery of Welcome Allowance from those who leave before completing 2 years.
- Calculation of gratuity as per HR Manual.
- Repatriation airfare settlement.
- Preparation of letters: appreciation letter, acceptance letter, experience letter and NOC letter.
- Handle clearance checklist.
- Visa cancellation process (Coordinate with PROs).
- Deactivate the resigned staff from attendance system.
- Exit check lists.
- Supervising administrative staff and dividing responsibilities to ensure performance.
- Keep stock of office supplies and place orders when necessary.
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary.

➤ **Electrical Engineer/ November 2016 -December 2017**
Kerala State Electricity Board(KSEB), Kerala, India.

DUTIES PERFORMED

- Actively involved in the maintenance work carried out at substation on 110kV feeders.
- Evaluates electrical systems, products, components, and applications by applying knowledge of electricity and materials.
- Assisting to ensure the smooth functioning of the 110/33 kV and 110/11kV Substation.
- Respond to inquiries from customers regarding past, current and pending orders.
- Answering phone calls, faxes and emails.
- Controlling 11 KV and LT feeder arrangements
- Responsible for 11 KV Interruptions.
- Organizing the support staffs for super vision of site activities & document control
- Safety of the worker and control safety regular
- Attending site management meetings with Higher Authority and coordination with consumers
- Forecasting manpower, electric components, materials and other requirements
- Continues analysis of Voltage and Current ratings on HT and LT feeders
- Supervising HT and LT maintenance and capital works.

REFERENCES

- Vijeesh Thankachan
- HR Executive- Unicare Medical Centre
- 054-7216684