

ARIFA SAIHU SADAT

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Objective:

Looking for a challenging career in Human Resource management with strong emphasis with an organization where I am exposed to the latest developments in HR practices. Eager to continuously enhance my skills in Service related sector and the opportunity to apply my knowledge and skills.

Profile:

- Self-motivated, enthusiastic, energetic, effective candidate
- Strong background, knowledge of general administration activities, able to handle multiple task.
- Effective participant with outstanding communication and interpersonal skills.
- Proficient in MS Office and knowledge in SAP.

Experience:

Company Name: Wafra Farms Trading LLC, Dubai-UAE.

Period: Nov 2021 – Jan 2022.(Contract)

Job Title: HR Assistant.

Responsibilities:

- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on a consistent set of qualifications.
- Ensure a regulatory aspect of the full cycle recruitment process is compliant with federal and state legislation.
- Maintain effective relationships with social and professional networks to source qualified candidates.
- Perform searches for qualified candidates according to relevant job criteria, using computer databases, Internet recruiting resources, and employee referrals.
- Facilitated new hire orientations.
- Counseled new employees relative to attendance, productivity, and overall job performance.
- Maintained accurate employee files and appropriate pre-assignment paperwork.
- General HR activities.

Company Name: EFP Middle East Products LLC, Dubai-UAE.

Period: Sep 2018 – Jul 2019.

Job Title: HR Executive.

Responsibilities:

- Prepared monthly Payroll and maintaining WPS.
- Ensured all payroll transactions are processed efficiently; collected, and entered data in order to maintain and update payroll information.
- Maintained and coordinated staff medical insurance.
- Managed and maintained probation period reviews.
- Prepared certificates and letters (Employment, experience, and NOC certificates).

- Handled recruitment process, Visa processing.
- Arranged/ collected personal records of the new staff and opening employee file, creating employee code in the system for payroll register.
- Updated medical insurance addition and deletion request files for the staff.
- Filed, maintained employee personal file, updating necessary details/ records etc.
- Prepared Leave settlement & final settlement/ dues clearance, Air tickets and making cheques for staff payment.
- Prepared and maintained leave planner.
- Supported on receiving and handling employee complaints and escalated these complaints to the level of disciplinary when necessary.
- Prepared leave salary and gratuity (Final Settlement) whenever required.
- HR activities to be updated in HR software system.

Company Name: Z B Construction LLC, Dubai-UAE.

Period: Mar 2014 – Jul 2018.

Job Title: HR Executive

Responsibilities:

- Assisted in recruitment process.
- Prepared monthly payroll in HR payroll module.
- Updated timely leave records and resumption of the staff.
- Arranged/ collected personal records of the new staff and opened employee file, created employee code in the system for payroll register
- Updated medical insurance addition and deletion request files for the staff.
- Filed, maintained employee personal file, updating necessary details/ records etc.
- Prepared Leave settlement & final settlement/ dues clearance, Air tickets and made cheques for staff payment.
- Created/ updated records/ files of the staff for payroll account.
- Collected leave schedule for the following year, updating annual leave plan according to leave forecast system.
- Handled recruitment and Visa processing.
- Monthly salary statement preparation, gratuity settlement.
- Administrative activities like applying entry passes in Tasreeh (JAFZA).
- Preparation and allocation of workers to respective project site both for Civil and MEP divisions.

Company Name: First Garments Manufacturing Unit, Valayankulam, Madurai, TN, India.

Period: July 2005 – Nov 2005.

Job Title: Junior HR Executive.

Responsibilities:

- Handled recruitment and selection processes, providing orientation program to newly joined employees.
- Conducted performance appraisal periodically and discussing about the increment for the working employees along with the top level management.
- Handled ISO documents and conducting internal audits with other departments and also representative for the company during the external audit.
- And also arranged various campaigns like Health check -up, Eye check-up for employees.

Education:

Master's in Business Administration [2003 – 2005] –First Class

Area of Specialization: Human Resource Management

The American College,

Madurai Kamaraj University, Madurai. India

Bachelor of Science [2000 – 2003] – First Class

Computer Science.

St. George's Jeyaraj College,

Madurai Kamaraj University, Madurai. India

Area of Interest:

Payroll and Compensation Management, Recruitment, Selection, Guidance and Counselling.

Computer Skills:

Languages: C, C++, COBOL and Knowledge in PYTHON

Operating System: DOS, Windows 95, and 98, NT

Software Package: V.B 6.0, Ms-Office 2000

RDBMS: Oracle 8

Data Visualization: Power BI, Tableau

Certification:

Certified Human Resources Professional (CHRP) – CPD

Certified Recruiter - Naukrigulf

Courses Undergone:

Business Analyst Using Power BI – Edureka

Tableau Desktop Certified Associate – Edureka

SAP Simplified for Absolute Beginners– Udemy

Academic Projects:

MBA & BSc., respectively

1. Organization: Apollo Specialty Hospital, Madurai

Project Title: To Study the Level of Stress Among the staff in various departments of the hospital.

Position: Management Trainee

Roles:

- Learned the hospital organization structure and their HR practices.
- Part of my interest prepared questionnaire to **analyze the level of stress among the staff in various departments of the hospital.**

2. Organization: North Gate Group of Hotels, Madurai

Project Title: Hotel Management

Position: Team Member

Roles:

- Analyzed the need of the client.
- According to the client's requirement developed application program using **Visual Basic 6.0** as front end and **Oracle8** as back end to maintain the database of their customers.
- Worked with team member to deliver the product in time.

Personal Profile:

Name:	Arifa Saihu Sadat
Date of Birth:	01- 09 - 1980
Gender:	Female
Marital status:	Married
Visa status:	Under Husband's sponsorship
Nationality:	Indian
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Email id:	arifa_sep@yahoo.co.in
Languages Known:	English, Tamil, Hindi and Malayalam
Knowledge basic:	French
Driving License:	UAE driving license