

## PROFILE

4 Years experiences as an HR Executive in different industries, having strong knowledge, communication skill, good leadership, presentation and coordination I have led me within the depth understanding and good knowledge in managing HR Functions and Office Administration.

## EDUCATION

### MBA - HR with Finance, Kerala University

Kollam | 2013 August - 2015 September

## EMPLOYMENT HISTORY

### HR Executive, New Horizon Training Institution

Abu Dhabi | 2019 August - 2020 December

#### Key Responsibilities:

#### Recruitment & Selection:

- Create job requisition for internal and external vacancies and also for potential vacancies communicated to us for successful on-boarding procedures.
- Coordinates with hiring manager on hiring requirements.
- Advertising vacancies, screening and shortlisting resumes through various job portal.
- Conducting initial telephonic interviews.
- Coordinating interview with line managers.
- Preparation of offer letters for the selected candidates.

#### On - Boarding & Off- Boarding:

- Documentation briefing
- Ensuring that filed in the personal file of all employees.
- Enrolling new joiners in biometric for attendance purpose.
- Conduct exit interviews to identify reasons for employee for termination.
- Preparation and to coordinate for employee clearance and Full & Final Settlement.
- Update all HR record to reflect joiners and leavers.

#### Personal management:

- Ensuring that contract renewals are done in a timely manner.
- Coordination & clarify with PR staff & visa section for visa , work permits, passport renewals, medical, contract signing, status of documents etc.
- Maintaining & Ensuring that personal files are being updated regularly.
- Preparing and coordinating with the company managers on the man power plan & Leave plan.
- Emirates ID & Daman card formation
- Handling administration of all contract labour




**SURYA USHA**

HR EXECUTIVE

 0567461018

 suryachickku@gmail.com

 Abu Dhabi, Abu Dhabi, United Arab Emirates

#### Birth Date

20/05/1993

#### Nationality

Indian

## SKILLS

Management

Recruitment

Leadership & Decision Making

HR Analytics

Compensation & Benefits

## LANGUAGES

English

Hindi

Malayalam

- Preparing and submitting all relevant HR letters / documents/certificates /attendance as per the requirement in consultation with the management
- Facilitate employee training, employee engagement events & open forums

#### **HR Operations:**

- First point of contact for HR related matters ensuring that all core process and day -to- day activities are developed and delivered to execution level.
- Keeping a track of the attendance of the employee.
- Monitor leave management system and perform necessary changes and updates on regular basis.
- Maintain and updates Employee files to ensure complete set of documentations.

#### **Employee Relations:**

- Responsible for HR documents ( Salary Certificates, NOC, etc.)
- Management of exit process and closure of full and final settlement for all exit cases.
- Provide business partner support with employees and line managers within the group.
- Managing transfer out and transfer in cases both in terms of systems updates as well as manual documentation.

### **HR Executive, Matajer Investment**

Abu Dhabi | 2017 October – 2019 October

- Responsible for providing over all HR support so that the company maximises its employee productivity and well being.
- Providing clerical administrative support to both junior & senior staff members of the Human Resource Department.
- Assist the HR Manager in planning and organizational recruitment.
- Emirates id \*& Daman card formation
- Track the attendance of the employees.
- Maintaining up-to-date personal information and files of the employees.
- Present the employee performance in front of HR manager.
- Development of policies and procedures in discussion with senior management.
- Review files, record and other documents to obtain information and to respond to request.
- Filing the leave forms and keeping a track of the leaves taken.

### **HR Assistant, LeEco Mobile PVT Limited**

Kochi | 2016 February – 2017 August

- Sourcing of manpower with the help of manpower Consultancy, News Paper Ads, Job posting & Referrals.
- Screening of profiles as per recruitment.
- File Management
- Submitting reports to line manager
- Joining and resignation formalities
- Maintaining employees personnel files.
- Updating employee record with holiday request

## COURSES

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**Essentials of HR Management, New Horizon Training Institution**

2020 May - 2020 May

**Microsoft Office 2016 Word, Excel, PowerPoint & Outlook, New Horizon Training Institution**

2019 December - 2019 December

## REFERENCES

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**Rania Musallam , New Horizon Training Institution**

rania.musallam@nhauh.ae

0504443283

**Imran Khan , Matajer Investment**

i.khan@matajer.ae

0558729004