

# SHUHAIB ABDUL MAJEED UMMATHOOR

Result oriented Senior HR Executive with 2.3 years of experience

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Dubai, UAE

## CAREER GOAL

To pursue a long term career with a company having a global vision, which encourages creativity and offers me an opportunity to learn and develop as an individual successful in professional as well as personal life.

## CAREER

### Senior HR Executive – Maruti Suzuki - AM Motors (Aug 2019 – November 2021)

#### Responsibilities / Tasks

- Attending job fairs, campus interviews, seminars etc for talent pool
- Talent acquisition, screen, interview, hire and terminate employees as necessary
- Add details of new joiners in appointment tracking sheet
- Enrolling the details of new joiners in HRMS and DBMS
- Induction and work place orientation for new joiners
- Personnel records and docket management
- Tracking of incentive structure and imbursement as per company policies
- Issue letters, show cause notice, salary slip & certificates, experience certificates etc
- 50% Deduction of cost by proper allocation of asset and allowance
- Visiting statutory offices and insurance support when necessary
- Daily and monthly attendance works for salary calculation
- Assist payroll and WPS administration
- Assist review and assessment sessions
- Personal meeting and make successful employee retention
- Proper exit interview and coordinate exit procedure
- New projects and presentation support
- Proper update, control and payment of CUG (Closed User Group) slashed to 25%

## EDUCATION

- **Master of Business Administration – MBA (2017 - 19)** 86%  
University: Bharathidasan University  
Specializations: Human Resource and Marketing
- **Bachelor of Business Administration – BBA (2014-17)** 82%  
University: Calicut University  
Major: Finance
- **HSE (2012-14)** 88%  
Board: Kerala Board of Higher Secondary Examination  
Specialization: Commerce with Computer Application
- **SSLC** 86%  
Board: Public Examination Board of Kerala

## ACHIEVEMENTS

- Promoted as Senior HR Executive on April 2021
- Won proficiency award in Jamal Institute of Management
- Won proficiency award in P.T.M Government College
- Event co-coordinator and senate member of Jamal Institute of Management
- Event coordinator of P.T.M Government College



## PERSONAL INFORMATION

Date of Birth : 31 – May – 1995  
Marital Status : Single  
Nationality : Indian  
Languages :

- English Read, Write, Speak
- Malayalam Read, Write, Speak
- Tamil Read, Write, Speak
- Hindi Read, Write, Speak
- Arabic Read, Write

Shuhaib Abdul Majeed  
 Shuhaib.Abdul.Majeed  
 Shuhaib Abdul Majeed

## KEY SKILLS

- ✓ Resilience
- ✓ Adaptability skill
- ✓ Time management
- ✓ Critical thinking
- ✓ Confidentiality skill
- ✓ Employee relation
- ✓ Teamwork and collaboration
- ✓ Resourceful
- ✓ Grievance Handling

## HOBBIES & AREAS OF INTEREST

- ✓ Socializing
- ✓ Pets
- ✓ Riding
- ✓ Gaming
- ✓ Adventure
- ✓ Reading
- ✓ Gardening
- ✓ Marketing

## **EXTRA CURRICULAR ACTIVITIES**

- Active member of NSS 2014 – 17
- In - charge of Entrepreneurship Development cell
- Volunteer of commerce association 2014 - 17
- Participated nature camp held by Forest and Wildlife Department
- Active participation in performing arts
- Organized and attended seminars conducted by NIPM
- Participated in FM Jobz.com brand promotion event 2019

## **CO - CURRICULAR ACTIVITIES**

- Presented a paper in international conference in the title of ‘Zero Inventory Business in Online Food Ordering Services’
- Presented a paper in an international seminar in title of ‘How to Become an Entrepreneur’
- Presented a paper in one day national seminar in title of ‘Impact of GST on service sector, Tourism and Hospitality’
- Undergone Out – Bound Training at Leap Learning Academy
- Volunteer of Tamilnadu Entrepreneur Empowerment Conference (TNEEC) 2019

## **PROJECTS**

- A Study on Employee Engagement at Airports Authority of India, Tiruchirappalli (MBA – 2017-19)

**Description:** This study aims to understand the employee engagement in an airport through the response of the employees themselves regarding their psychological factors.

- A Study on Consumer Awareness on Food Labeling Information in Tiruchirapalli (MBA – 2017-19, Social project)

**Description:** This study aims to aware the customers and consumers about Food labeling information. And make them understand the basics things should notice while buying packed foods.

- A Study on Effectiveness of Performance Appraisal at Classic Hyundai, Malappuram (BBA – 2014-17)

**Description:** This study aims to understand the effectiveness of performance appraisal techniques used in Classic Hyundai, Malappuram. And give suggestions to use modern techniques of performance appraisal.

## **DECLARATION**

I hereby declare that all particulars furnished above are correct and complete to the best of my knowledge and belief.

Shuhaib Abdul Majeed Ummathoor