

ABDUL SHABAHIR M A

Mobile:+971553271776

E-mail: shabai050@outlook.com

Visa Status: Visit Visa

Valid UAE Driving License Holder



Career Objective

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

Educational Credentials

BBM (Bachelor of Business Management) from Kannur University, India. 2007 - 2010.

Professional Experience

Beaver Gulf Group of Companies, Dubai **Aug 2017-Jan 2021**
Designation: HR Administrator

Duties & Responsibilities

- Respond to internal and external HR related inquiries or requests and provide assistance.
- Redirect HR related calls or distribute correspondence to the appropriate person of the team.
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met.
- Liaise with other departments or functions (payroll, benefits etc.).
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures.
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda.
- Maintaining the records of staff accommodations and labor camps.
- Continuous follow up of the renewal of accommodations and labor camps at best negotiated rate.
- Coordinating and monitoring supply chain operations.
- Ensuring premises, assets and communications are used effectively.

Le Royal Meridien/Grosvenor House
A Luxury Collection Hotel, Dubai **Jul 2011-Mar 2017**
Designation: HR Admin

Duties & Responsibilities

- Schedule job interviews and contact candidates as needed
- Maintaining physical and digital personnel records like employment contracts and PTO requests
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for)
- Gather payroll data like bank accounts and working days

Har Auto Pvt. Ltd (Maruti Suzuki), India **Jan 2011-Jul 2011**
Designation: Sales Officer

Duties & Responsibilities

- Facilitate cold and warm calls to prospective leads; schedule and follow through on calls with leads and current customers.
- Answer all lead and customer questions about car accurately; prioritize and/or escalate lead and customer questions as needed.

- Perform cost-benefit analysis for prospective customers and advise on appropriate purchase options.
- Promote new model Maintain positive business and customer relationships in the effort to extend customer lifetime value.
- Develop strategies for more effective sales, both individually and as part of a team.
- Track all appointments, sales, complaints, status reports, etc. thoroughly for manager review as directed by upper management.

Professional School of Accounting, India
Designation: Accountant

May 2010-Jan 2011

Certifications

- Advanced Diploma in Foreign Accounting (ADFA) from Professional School of Accounting, Kerala in 2011.
- Diploma in Multilingual Desk Top Publishing and Computer Applications, Kerala in 2006.
- Diploma in Urdu Language, Kerala in 2006.

Technical Skills

MS Office
Tally
Peachtree
Wings

Personal Profile

Nationality : Indian
Date of Birth : 7 May 1989
Sex : Male
Marital Status : Married
Passport No : S0658442
Languages known : English, Hindi, Arabic and Malayalam

Declaration

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

ABDUL SHABAHIR M A

Date:

Place: