



## **JITHIN MOHAN**

Date of Birth	14-July-1995
Marital Status	Married
Nationality	Indian
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### **OBJECTIVES**

To put my maximum effort to expose my potential along with the growth of the firm which I work and to develop my caliber for my best future.

### **Educational Qualification**

Diploma in Office Administration	2019
B.A.( Bachelor of Arts )	2015
H.S.C.	2012
S.S.C.	2010

### **Professional experience**

I am currently looking for a full-time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively. to use my interpersonal skills would allow me to contribute to serve my organization in the best way with sheer determination and commitment and to enhance my working capacities, professional skills, business efficiency.

### **National Catering Company- (Kuwait) OCTOBER 2022 till OCTOBER 2023.**

### **HUMAN RESOURCE OFFICER.**

#### **Recruitment**

- Sourcing candidates, posting advertisements in the various newspapers, websites and in the social media.
- Screening candidates' CVs, doing initial interviews.
- Preparing the job offers, employee contract.
- Dealing with the company insurance in regard to the staff insurance (Life – medical).
- Following-up with the overseas agencies about our staff joining dates, the status of our staff documentation.
- Keeping record for the received CVs and segregating it according to the positions applied.

#### **Main Responsibilities.**

- Training and developing new staff, training and developing existing staff, motivating and encouraging staff to achieve

targets, coordinating staff scheduling.

- Working to ensure standards of hygiene are maintained and that the restaurant complies with health and safety regulations.
- Ensuring high standards of customer service are maintained.
- Handling customer complaints and queries.
- Preparing reports and other performance analysis documentation.
- Reporting to and attending regular meetings with area managers.
- Providing leadership by leading by example to ensure all the standards are met while providing for employees with a positive work environment.
- Ensuring that correct inventory levels are kept, and all equipment is maintained in excellent condition.
- Supervising a team in accordance with established performance and operating policies as set out in our company guidelines.
- Motivating and working with Shift Leaders and crew to perform at their highest possible level of ability.
- Problem-solving and decision-making abilities as well as solid organizational, time-management and delegation skills.
- Excellent verbal and written communication and interpersonal skills. Ensuring the restaurant is properly staffed and that my team is properly trained to do their jobs through effective use of training programs.
- Providing leadership by leading by example to ensure all of the standards are met while providing for employees with a positive work environment.
- Ensuring that correct inventory levels are kept, and all equipment is maintained in excellent condition.
- Supervising a team in accordance with established performance and operating policies as set out in our company guidelines.
- Motivating and working with Shift Leaders and crew to perform at their highest possible level of ability.
- Problem-solving and decision-making abilities as well as solid organizational, time-management and delegation skills.
- Excellent verbal and written communication and interpersonal skills.
- Commitment to providing customer service to our Guests and employee

## **National Catering Company-Abu Dhabi (U.A.E) JUNE 2017 till OCTOBER 2022.**

### **HUMAN RESOURCE OFFICER,**

#### **Main Responsibilities.**

- Preparing job descriptions, advertising vacant positions, and managing the employment process.
- Orientating new employees and training existing employees.
- Monitoring employee performance.
- Update internal database with new hire information
- Create and distribute guidelines and FAQ documents about company policies
- Gather payroll data like bank accounts and working days
- Publish and remove job ads
- Schedule job interview and contract candidates as needed
- Prepare reports and presentation on HR-related metric like total number of hires by department
- Respond to employee 'questions' about benefit (for example, number of vacation days they're eligible for)
- Overseeing the health and safety of all employees.
- Reporting to and attending regular meetings with area managers.
- Implementing systematic staff development procedures.
- Providing counseling on policies and procedures.
- Ensuring meticulous implementation of payroll and benefits administration.
- Communicating with staff about issues affecting their performance.
- Ensuring accurate and proper record-keeping of employee information in electronic and digital format.
- Support the development and implementation of HR initiatives and systems
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective on boarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance
- Communicating with staff about issues affecting their performance.
- Making sure that staff get paid correctly and on time
- Managing pensions and benefits administration
- Approving job descriptions and advertisements
- Looking after the health, safety and welfare of all employees
- Organizing staff training

- Monitoring staff performance and attendance
- Advising line managers and other employees on employment law and the employer's own employment policies and procedures
- Verifying that candidates have the right to work at the organization
- Advising on disciplinary and employee performance problems

### **NCE New Cleaning Establishment LLC, Abu Dhabi Branch as HR Admin in Abu Dhabi May 2016 to June 2017.**

- Maintaining physical and digital personnel records like employment contracts and PTO requests
- Update internal databases with new hire information
- Create and distribute guidelines and FAQ documents about company policies
- Gather payroll data like bank accounts and working days
- Publish and remove job ads
- Schedule job interviews and contact candidates as needed
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Develop training and onboarding material
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for)
- Supervise new employee onboarding, prepare offer documentation, and conduct orientation sessions.
- Keep a track record of leaves such as sick or maternity.
- Update company policies and FAQ Documents in lieu of Director/VP of HR.
- First point of contact with employees on HR-related issues and insurance vendors.
- Ensure legal compliance.
- Update, maintain, and present reports with KPIs such as turnover rates and hires by each department.
- Assist payroll department by providing employee information on leaves and employee benefits.
- Organize a job fair and work on relevant HR projects.
- Gather staffing needs from the Head of Departments, and create and publish job ads.
- Schedule job interviews, contact, screen, and shortlist candidates as needed.
- Administer performance management program by monitoring employee appraisals and salary revisions.
- Provide guidance on employee behavior and launch investigations.
- Provide training and development opportunities.
- Respond to emails and calls on behalf of the department.
- Take meeting minute notes.
- Calculate staff entitlements such as annual leaves.
- Administer drug, background checks, and other pre-employment screening.
- Prepare correspondence, arrange meetings, processing confidential reports and documents.
- Handle all employee queries, written or verbal with the utmost confidentiality.
- Brings issues to managers' notice.
- Keep up to date on current issues and matters related to the HR department.
- Frequently interact with managers and heads of various departments to disseminate information.

### **G4S Secure Solutions LLC, Dubai Branch as HR Coordinator in Dubai May 2015 to May 2016.**

Transaction of all administration works such as residency transfer – residency renewal – cancel – visit visa – work visa – following up the license – Other tasks.

- Handling the Department petty cash and keeping record for its distribution.
- Following-up the license yearly renewal.
- Following-up with the company representatives (PRO) about our governmental issues (Foreign affairs –Immigration – Traffic Department) and updating the management accordingly.
- Taking care of the company assets and keeping record for it (Mobile – Sim Card – cars)
- Taking care of the company accommodation and transportation.
- Forming Action plans to enhance the compliance of the Company with the regulations and best practices of MOSAL (issued Work permits, Timely Renewal, Transfer, First time, Cancellation and Kuwaiti Citizens Quota ...etc.).
- Handling the Residencies of the Company including Renewal, Transfer Cancellation, Visit visa and Commercial Visa.
- Preparations for the Salary Certificate Renewal with MOSAL for the and coordination with GROs to ensure a proper and timely submission for renewal.
- Following- all kind of the license and Work permits and residency and Medical Card yearly renewal.
- Maintaining and arranging personal files.
- Following- UP with lawyer any issue.

**Other skilled**

- An ability to lead and motivate teams and influence people.
- Good organizational skills.
- Energy and stamina.
- Decision-making ability and problem-solving skills.
- Strong communication skills. Tact and diplomacy.
- Always looking for ways to improve and reinvent the recruitment process.
- Analyzing a company's manpower requirements.
- Ability to interact with employees at all levels.
- Ensuring legal compliance in all HR functions.

**Languages known**

Language	Write	Speak	Read
English	Excellent	Fluent	Excellent
Arabic	N/A	Basic	N/A
Malayalam	Excellent	Fluent	Excellent
Tamil	N/A	Excellent	N/A
Hindi	Basic	Fluent	Excellent

**PERSONAL CHARACTERISTIC:**

- Able to work for a long time and under pressure.
- Self-dependent as well working with a team.
- Effective ability in solving complicated problems.
- Ambitious.
- Flexibility.

**Passport Details: -**

Number :M6567461  
Place of Issue : India  
Date of Issue :24<sup>th</sup> Feb 2015  
Date of Expiry :23<sup>rd</sup> Feb 2025  
Visa Status : Visit Visa  
Visa Expiry : 15-12-2023

Place :-Dubai

Jithin Mohan