



JOY THIVIANANDAN

HUMAN RESOURCES

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DOB 12-01-1997

Holder of a UAE Drivers' License

WORK EXPERIENCE

HR & Admin Officer

Network Intelligent Payment Solutions,
Abu Dhabi, UAE
Jan 2019 – Nov 2019

Worked for a mid-sized payment solutions company in a highly challenging and learning work environment with a staff strength of 160 employees. Sole HR Officer whose responsibilities included:

- › Employee recruitment and retention
- › Onboarding including Induction Presentation, Employee Orientation and Offboarding
- › Scheduling and conducting Interviews
- › Preparing Staff Warning and Termination Letters
- › Liaising with the PRO for Labour Related Processes including Job Offers, Labour Contracts and Visa processes
- › Knowledge in Payroll System, Staff Leaves as per Labour
- › Fair understanding of UAE Labour Laws

Internship

Abu Dhabi Commercial Bank,
August 2017 (6 weeks)

Tasks carried out included:

- › Assisted in a project that required E-learning courses to be assigned to the different departments within ADCB
- › Attended a staff update meeting and an onboarding session
- › Assisted with stamping and writing up experience and salary certificates
- › Was part of an induction training that was conducted for new employees at ADCB

Student Learning Assistant,

Middlesex University, Dubai
April 2017- April 2018

- › Tutored students in Statistical Package for the Social Sciences (SPSS)

EDUCATION

- › BSc (Hons) in Psychology with Human Resource Management (Upper Second Class) Middlesex University, Dubai
- › General Certificate of Education (Advanced Level)

STRENGTHS

- › Integrity
- › Teamwork
- › Leadership
- › Interpersonal Communication
- › Employee Relations

LANGUAGES

- › English
- › Tamil
- › Sinhala

ACHIEVEMENTS

- › Highest Score in English Language A at the Edexcel International GCSE Examination
- › Grade 5 Practical & Theory in Piano Associated Board of The Royal Schools Of Music (ABRSM) London