

Vipinlal Velayudhan

Human Resource / Administration

Abu Dhabi

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+971 50 6263471

- 8 years' experience in business development, administration and human resource management.
- Currently working as Human Resource/ Administration officer in Marine Human, India.
- Post graduate in International Business and Management.
- Expert in communication and IT skills, purchase of building material and it's supply & business administration.
- Knowledgeable about U.A.E labor Law and HSE in Construction & welding sector.

Willing to relocate: Anywhere

Work Experience

HR & ADMINISTRATION OFFICER

MARINE HUMAN - ADOOR, KERALA, IN

December 2016 to Present

Key responsibilities:

- Ø Organize and maintain personnel records
- Ø Update internal databases
- Ø Prepare HR documents, like employment contracts and new hire guides
- Ø Revise company policies
- Ø Create regular reports and presentations on HR metrics
- Ø Assist payroll department by providing relevant employee information
- Ø Arrange travel accommodations and process expense forms

ADMINISTRATIVE OFFICER

SAFEWAY GENERAL MAINTENANCE COMPANY - Abu Dhabi

March 2015 to November 2016

- Ø Handling day to day business affairs.
- Ø Daily checking with suppliers on variation in prices.
- Ø Creating Quotations & LPO.
- Ø Organize and maintain personnel records
- Ø Update internal databases (e.g. record sick or maternity leave)
- Ø Prepare HR documents, like employment contracts and new hire guides
- Ø Revise company policies
- Ø Liaise with external partners, like insurance vendors, and ensure legal compliance
- Ø Create regular reports and presentations on HR metrics (e.g. turnover rates)
- Ø Answer employees queries about HR-related issues
- Ø Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Ø Arrange travel accommodations and process expense forms

- Ø Purchase of scrap cutting and building materials.
- Ø Filing LPO'S, quotations and related department documents.
- Ø Receiving invoices from clients & suppliers, arrange pending invoices and credit notes.

Projects:

- Ø Relocation of Tubecity office in Emirates steel.
- Ø Scrap cutting project in NPPC.
- Ø Supply of welding and building materials to Trojan holding.

HUMAN RESOURCE ASSOCIATE

FIRST CALL CONTRACT SERVICES LTD - Luton
March 2012 to July 2013

Relocation of Tubecity office in Emirates steel.

- > Scrap cutting project in NPPC.
- > Supply of welding and building materials to Trojan holdings.

HUMAN RESOURCE ASSOCIATE

FIRST CALL CONTRACT SERVICES LTD, LUTON, LU1 2QH
March' 12 to July' 13

- > Providing recruitment support for the hiring need of Royal mail (Luton) and Amazon (Milton Keynes).
- > In charge of the pre-screening process which can be done via face to face or over the phone, which assesses the basic communication skills of the applicants to see if they fit the minimum required qualifications of the hiring needs.
- > Develops and maintains a network of contacts from various corporate entities to identify and to source qualified candidates.
- > Creates reports on the hires of the various partner agencies after scrutinizing the specifics of the application process that their candidates underwent.

EXECUTIVE ASSISTANT

Cashew Exporters
May 2009 to August 2011

Cash and Petty Cash Custodian.

- > Bank Transactions- Disbursement and Deposits and Reconciliation
- Purchase and Accounts Payable
- > Reporting and filing of related documents
- > Preparation of Monthly Payroll
- > Keeping the Company Records
- > Keeping Employees file, updating the records, tracking leaves, and other related works
- > Maintaining office supplies
- > Maintaining Computer Systems, through intimating IT Company

Education

Master of science in International Business and Management

University of Bedfordshire - Luton
2013

Bachelor of commerce in Taxation and Law

S.N. College, Kerala University
2009

Commerce

Higher secondary School
2005

Our Own Indian School - Dubai, AE

Skills

Book keeping (2 years), BUSINESS DEVELOPMENT (2 years), Customer service (4 years), DIGITAL CAMPAIGN (Less than 1 year), Marketing (4 years), Tally (2 years), Computer Operating (8 years)

Links

<https://www.linkedin.com/in/vipinlal-velayudhan-72450a39>

Additional Information

AREA OF EXPERTISE

Business development Strong negotiation skill Digital marketing HSE management Office management Team leadership Interpersonal skill Time management Customer service Presentation and proposal Book keeping

SKILLS AND TRAINING

- Attained an overall score of 6.5 in IELTS (2011)
- Gained 'A grade 'in Market based management challenge on an Event management organization which included case study and video presentation (2013)
- Has done case study on the business status of SONY and Barclays (2013)
- Received training on HSE management provided by Emirates steel and NPCC (2015)
- Received training on computer skill including Tally 6.5 and peach tree (2009)