**MAHAROOF**

[**MAHAROOF.129523@2freemail.com**](mailto:MAHAROOF.129523@2freemail.com) ****

**Human Resources Assistant**

A competent, strategic and dynamic HR executive with proven expertise in recruitment, training & development, employee relations, performance appraisal, employee master files updation, preparation of HR correspondence, employee attendance etc. Possessing expert technical skills in addition to excellent inter-personal communication and analytical skills with professional certification in Human Resource Management.

**Professional Experience:**

**Al Ain junior School (British System)**

**HR–Administrative Assistant (Dec-2011 - Till Date)**

* Assisting HR manager in routine tasks.
* Responsible for the full employee life cycle from recruitment (Sourcing, Screening, Short listing, Scheduling), induction to exit.
* Work with other departments to identify vacancies, conduct initial job applicant screening by reviewing applications/resumes.
* Conducting yearly employee performance appraisal program in coordination with management and implement it within various departments.
* Report generation of staff medical leaves, casual leaves and leave without notice.
* Organizing induction/orientation programs for the new employees.
* Conducting training and development programs for employees.
* Updating HR databases in the system and maintaining manual employee filing.
* Coordinating in Visa processing and Documentation.
* Preparation of minutes of the meeting and drafting circulars related to employees.

**Wipro Technologies Ltd, Bangalore.**

**HR Executive (April 2010 – April 2011).**

* Coordinate with the on boarding team and talent acquisition team for the smooth flow of process.
* Create **SAP** application ID for the new joiners.
* Updateemployee details by using **SAP** transactions (**PA30, PB40, and PB30**).
* Employee document verification; Database management and filing.
* Train new employees, Coordinate meetings, conferences, events and travel arrangements of senior officials.
* Provide employees with information regarding policies, responsibilities, work culture, benefits and opportunities for growth.
* Taking care of back end processes of administration department.
* Demonstrate sound judgment in dealing with employee relations issues.

**Fact Personnel Pvt Ltd, Bangalore**  
**HR Executive (Oct’2008 – March 2010).**

* Manage the entire recruitment cycle from candidate screening to closure.
* Handle end to end IT and Non –IT Recruitment
* Screening , Sourcing and short-listing the candidates in accordance with the client’s current requirements(based on technology, skill set, experience and education)
* Co-ordinate with the clients for scheduling interviews
* Handle and maintain client database.
* Conduct the preliminary round of interview
* Client management
* Train new joiners and manage the team.
* Database management
* Schedule appointments and meetings
* Screen inbound and outbound calls

**Academic Qualification:**

**Certification in HR Management from HR House – Bangalore, India.**

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| **Qualification** | **Institution/university** | **Year of Passing** |
| MBA (HR) | Sikkim Manipal University | Pursuing |
| BSc. Computer Science | Mother College, Calicut University | 2008 |
| Higher Secondary | I C A EH School, Kerala | 2005 |
| S.S.L.C | I C A EH School, Kerala | 2003 |

**Skills**

**SAP** (HR Modules) - **PA30, PB40, and PB30**.  
MS Office (MS Word, Excel, PowerPoint etc)  
Team player .

Excellent communication skills.  
Ability to work under pressure with a willingness to learn and gain experience.  
Leadership skills.

**DECLARATION**

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