 YASMIN (B.E-ECE, MBA-HR)

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**SUMMARY**

* Ability to work to tight deadlines and under pressure as part of a team.
* Performed a role of HR Officer in the last employment.
* Extensive experience in Recruitment process, Employee Visa, Business Visas, Employee relation, training and exit interviews, Hotel & Ticket Booking & performance management.
* Good interpersonal skill and hand on experience in HR operations.
* Good knowledge in Ms Office Package & .NET Framework.
* Excellent communication and presentation skills.
* Actively supporting and promoting continuous improvement.
* An ability to manage multiple tasks.
* Possessing the drive to follow tasks through to a successful outcome.
* Able to work to an agreed time scale.

**Career Objectives**

To work with full involvement and satisfy my superiors and effectively contributing towards the goals of the organization, thereby making myself an asset to the organization. Currently looking for a suitable HR position with an ambitious company.

**Current Work Experience**

Company : **Lichfield Fire & Safety Equipment FZE. Dubai. **

Duration : 23/11/2014 to 10/08/2016

Designation : **HR Officer**

**Roles and Responsibilities**

* Place job vacancies advertisement, short-listing, Calling applicants for interview and arrange the walk in interview & Screening of the resumes, interview arrangement for current /new business requirements.
* Responsible to arrange the necessary to new employee such accommodation, Visa transfer.
* Responsible for employee's visa such as application, residential visa, renewal, amendment and cancellation & transfer visas in Free zone & Dubai.
* Responsible for applying Business(foreign) visas for employees & client, Visit the embassy for submission the documents for the same
* Arrange the ticket booking and hotel reservations for employees Business Visit, Annual Leave and guest etc.
* Entering data into data base for maintaining accurate records & Arrange visit visa application for company guest.
* Updating the employee’s job description and duties and responsibilities.
* Prepare employee’s concern matters such as leave application, medical, bank account for salary transfer, Attendance records management /Overtime records management, Staff accommodation management.
* Updating the HR Files and Records on real time basis based on ISO requirement and Attending HRM needs during HRD ISO – internal/ external Audit.
* Responsible for company License Renewal, Tenancy contract Renewal & Performed document controller duties and monitor the Tenancy Contract expiry, insurance expiry.
* Working in various welfare schemes for employees like accident insurance, workmen’s compensation, Third party Liability Insurance and group medical insurance.
* Coordination of Orientation, Other trainings and Training feedback management.
* General maintenance coordination like in firefighting system, pest control service, indoor plants maintenance, security guards, water cooler maintenance etc.
* Respond to employee’s queries and request, receiving and screening employs requests to take certain actions & forward to the Management.
* Assist to support the purchase department like purchase office stationary, maintain office assets and so on.
* Supporting Quality Department for ISO.
* Internal memorandum issuance based on the management request.
* Assists accounts in various activities such as payroll preparation, invoicing, Petty Cash and cheque preparation.

**Previous Work Experience**

****Company : **WD Solutions, Cochin, Kerala.**

Duration : 17/06/2011 to 10/10/2014

Designation : **HR Executive**

**Roles and Responsibilities**

* Understanding manpower requisition from the concerned department.
* To perform administrative services like employee benefit plan such as a pension plan and health insurance program.
* Planning events like board meetings and luncheons
* Answering phones, taking memos and maintaining files and be in charge of sending and receiving correspondence
* Advertising vacancies appropriately by drafting and placing them on portals, receiving and reviewing applications, managing interviews and creating a short listing of the candidates, reference checks, salary negotiation and issuing offer letters.
* Maintaining and updating the database of the employees.
* Keeping a track of the attendance of the employees and leave forms.
* Prepare the company reports and documentation.
* Maintain a detailed record of the turnover, and researches and formulates strategies which effectively aid in employee retention.
* Helping the seniors do performance appraisal in a better way by adopting better appraisal practices.

**Additional Qualification/Certifications**

* Completed Diploma in .NET Technologies in NIIT, Coimbatore from December 2011 to March 2012.
* Developed projects on C, C# and ASP.NET, WPF, WCF, SQL (Database) within the course period.

**Technical Skills**

Programming Languages **C, C#, ASP.NET**

Operating System **Windows 95/98/2000/XP/Windows 7**

Database **SQL**

Software **Strong background in MS-Office package**

 **EDUCATIONAL QUALIFICATION**

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| **Course** | **School /College** | **Period** |
| **Post Graduation: Master of Business Administration** **(Human Resources Management )** | Anna University, Chennai, TamilNadu, India. | 2014 |
| **Under Graduation: Bachelor of Engineering** **(Electronics and Communication)**  | Anna University of Technology, Coimbatore, TamilNadu, India. | 2011 |
| **Higher Secondary School Certificate (HSC/12th)** | S.K.P Hr Sec School, Udumalpet, (TamilNadu State Board) | 2007 |
| **Secondary School Certificate****(SSC/10th)** | S.K.P Hr Sec School, Udumalpet, (TamilNadu State Board) | 2005 |

**CO CURRICULAR ACTIVITIES**

* Won first prize for Paper Presentation in INDIAN SOCIETY FOR TECHNICAL EDUCATION at Excel Engineering College during 2010.
* Undergone Training from Bharat Sanchar Nigam Limited (BSNL), Udumalpet, TamilNadu.
* Lead the Role of Class Representative during Graduation Period.
* Attended a workshop on ETHICAL HACKING conducted by SSN College of Engineering, Chennai.

**PERSONAL PROFILE**

**Date of Birth, Age :** 26-12-1989, 27 years

**Marital Status :** Married

**Sex / Nationality :** Female / Indian

**Languages Known :** English, Tamil and Malayalam & Hindi

**Visa Status :** Spouse visa

**Declaration**

I hereby declare that all above information given by me is true to the best of my knowledge and belief.

*References with UAE and India available upon request*