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**Gulfjobseeker.com CV No:** 256066

Career Objective

A suitable position in **HR & Administration** with a reputed organization where I could develop, lead and organize the Human Resources of the Company for its optimum growth and development.

Professional Profile

* Dedicated and corporate service focused Professional empowered with 8 years of experience (5 years in UK) in HR & Administration Management
* Thorough knowledge of HR Competencies and Activities
* Expertise in formulating and implementing HR systems, policies and procedures
* Solid experience in recruitment procedures, policy implementations, benefits administration and staff supervision
* Able administrator of confidential projects with dispatch and discretion
* Possess demonstrated ability to work effectively and congenially with employees at diverse levels
* Strongly commercial with excellent communication and influencing skills
* Energetic and capable of working with minimal support and a good deal of autonomy
* A good team player / strong manager who can develop and lead a large staff

Areas of Expertise

* + - * Administration & Office Management
      * Recruitment & Selection
      * Payroll & Compliance Management
      * Team Building & Leadership
      * Training & Development
      * Back Office Operations

Award

* IELTS - University of Cambridge, 2007

Career Summary

* Dec 2014 - Oct 2015 - **HR cum Office Manager -** Shabeer Saleel Associates, Kerala, India
* Aug 2012 - Oct 2014 - **HR Coordinator** - Kerlon Technologies Pvt. Ltd, UK
* Aug 2009 - Jul 2012 - **HR Administrator**, HR Assistant - Blue Elephant International, UK
* Dec 2005 - May 2008 - **Administrator** - Kerala Heavy Erectors, Kerala, India

Duties and Responsibilities

**HR Administration:**

* Handle all HR & Administration activities of the company
* Maintain personal records and ensure that ERP system is up to date
* Provide  effective  HR  administrative  services  such  as  issuing letters,  payroll,  employee certificates and all other related services
* Carry out Performance Appraisals periodically
* Monitor and implement disciplinary actions & procedures
* Handle issues pertaining to employees’ welfare; handle grievances of employees & offer appropriate solutions
* Develop and implement HR policies and procedures
* Manage complaints & queries and resolve internal issues

**Recruitment:**

* Coordinate with all departments to address recruitment needs
* Prepare and submit reports regarding manpower and recruitment
* Shortlist candidates for interviews, match them with the requirements, conduct preliminary interviews & recommend to the management for further interviews based on skills and knowledge
* Effectively negotiate & communicate offers to successful candidates
* Contract agreements of the newly hired employees
* Organize induction and training program for new employees

**Payroll:**

* Perform payroll processing and distribute staff’s salary on time
* Develop and implement Payroll procedures
* Collect, Consolidate and analyse the Payroll Reports from departments
* Update all type of Leaves in HRMS & Employee Annual Leave Application
* Prepare Leave Salary Settlements & Full & Final Settlements of the Employees
* Calculate Overtime & Monthly/ Annual Incentives
* Reconcile Payroll with the Finance Books
* Provide Various Reports to Management to review the various monthly expenses

**Office Management:**

* Manage and lead the Team and ensure that all assigned functions are properly executed
* Track the progress of work and ensure project delivery within allotted budget and timelines
* Effectively and accurately communicate with clients and build strong customer relationship
* Manage client contracts, leases and other legal documents
* Improve program and service quality by devising new applications; updating procedures
* Manage complaints & queries and resolve the issues

**Administration:**

* Prepare and modify documents including correspondence, drafts, emails etc
* Coordinate with other departments and ensure the works are done on time
* Maintain business/ customer contact database and build strong customer relationship
* Ensure all operational records are properly and accurately maintained
* Create reports, submit to the appropriate divisions and get approval
* Act as a first escalation point to clarify any policy issues with responsibility
* Provide admin support to the Manager and take initiative in his/her absence

Education and Qualifications

* **Master of Business Administrations (HR)** - University of Wales, UK, April, 2011
* **Post Graduate Diploma in Business Administration** - University of Wales Lampeter, UK, Oct, 2009
* **Bachelor of Science (Physics)** - University of Calicut, Kerala, India, April, 2003

Computer Skills

* HRIS **:** Human Resource Information System
* Microsoft Office  **:** Word, Excel, Outlook, Power Point

Personal Details

* Nationality **:** Indian
* Languages Known **:** English, Malayalam, Hindi, Arabic
* Driving Licence **:** UK & India
* Marital status **:** Married