**ANN **

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**OBJECTIVE**

Human Resources Management Professional seeks opportunities where experience in staffing, internal program development and management, employee relations and project management will enhance a company’s overall strategic plan and direction.

**KEY SKILLS**

* Strong administration skills
* Familiarity with business software such as Microsoft Office
* A high level of confidentiality
* Excellent interpersonal and customer-facing skills
* Strong communication skills, both written and verbal
* The flexibility and willingness to learn
* To enjoy working with people
* Tact and diplomacy
* Good administrative skills
* The ability to work as part of a team
* The ability to work accurately, with attention to detail

**WORK EXPERIENCE**

**May 2016 – Present**

**Ocean Fresh General Trading LLC Dubai**

**Dubai, UAE**

**HR Admin**

Responsibilities

* Acting as the main point of contact for all staff payroll and benefits queries
* Advising managers and staff on statutory rights/payments, Company procedures, and Company benefits
* Supporting with the management of the HR systems and processes.
* Overall ownership of the complete payroll cycle.
* Acting as the main point of contact for our benefits administrators and keeping the HR Director informed of changes in the market and what other companies offer
* Receiving and applying payroll amendments from government and regulatory bodies (i.e. tax code changes, minimum wage etc)
* Calculating and applying one off, monthly, seasonal and annual bonus payments.
* Calculating and applying staff member's one off, monthly, seasonal deductions relating to clothing allowance and staff uniform silk allocation.
* Collating and checking the stores monthly timesheets and overtime reports and liaising with both the Retail Director and Store Manager's.
* Management and collation of all store payroll information.
* Calculating and administering temporary and permanent salary amendments (increases, pro-rating part time salaries, holidays etc.)
* Managing end of year processes such as holiday reconciliation etc.
* Producing standard and financial reports relating to, headcount, absence, turnover and payroll
* Managing ad-hoc projects from conception through to implementation and integration.
* Providing an all-round HR generalist support to the HR team and department.

**Dec 2014 – 2015**

**Indian Institute of Logistics**

**India**

**HR Executive**

Responsibilities

* Assist in the daily operation of Admissions/Awareness/Internships and Placement department
* Assist the Department Head Administrator in overseeing and ensuring events and functions are organized and carried out accordingly.
* Career counseling for prospective candidates
* Handling PBX Telephone
* Handling Correspondence
* Rearing daily reports on Admission/Awareness departments and maintaining reports.
* Generating Monthly reports on Admission & Awareness’ departments-
* Organizing transport for staff whenever necessary
* Assisting in academic training activities- arranging/coordinating Industrial visits for students
* Maintaining Employee details using Time Software machine
* Record keeping/DBMS
* Preparing and sending couriers.
* Maintenance of all Leave records
* Other Administrative works as and-pertaining to students
* Participant as support staff for Career orientation seminars conducted all over India

**EDUCATION**

**2014 Masters in Human Resource (MBA)**

Jai Bharath School of Management Studies

**2012 Bachelors of Business Management (BBA)**

Mahatma Gandhi University

**ACHIEVEMENTS**

**2015-2016**

Performance based bonus &hike in remuneration within 6 months of induction, on achievement of the target of the organization for the academic session

**COMPUTER SKILLS**

* Windows XP
* Windows 7, Windows 8,
* Microsoft Excel
* MS Power Point

**LANGUAGES**

* English
* Tamil
* Malayalam

**PERSONAL SKILLS**

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| --- | --- |
| Name | : Ann |
| Date of Birth | : 06/03/90 |
| Nationality | : Indian. |
| Gender | : Female |
| Marital Status | : Married |
| Place of Birth | : Cochin, Kerala. |

Permanent Address: Cochin, Kerala

**DECLARATION**

I do hereby declare that the above information given by me is true & correct to best of my knowledge & belief. I also assure complete dedication & hard work towards the organization if provide an opportunity.

Date: Yours Truly,

Place: Ann