****

**“A Life Time Dedicated Human Resources &**

**Recruitment Professional”**

**United Arab Emirates Based (06 Years of Wide UAE Experience)**

**Dedicated and self-motivated Sr. level HR professional with over 08-years of experience in directing all the support functions in the fast-paced, high volume environments. Excellent communication and interpersonal skills; builds rapport and relationships with senior management, peers, and clients. A resilient problem solver who is both outgoing and achievement driven. Willing to join and ready to face the new challenges with a great team of A Reputed & Multinational Organization where my extensive experience will be further developed and utilized while contributing towards the growth of The Organization.**

**Core Competencies**

* Leader Ship & Managerial Skills
* Office Management & Administration Skills
* Supervision Skills
* Coaching & Mentoring Skills
* Business Planning & Budgeting Techniques
* Self-Motivating & Excellent Interpersonal Skills
* Efficient Observation Skills
* New Project Management & Pre-Opening Set up Experiences
* Training & Development Passionate
* Specialist in UAE Labor Laws
* MOL & MOH /DHA /HAAD Connections`
* Excellent Communication Skills
* Experience in International & Local Mass Recruitment Drives
* Link in Multi-National Recruitment Agencies
* Built in HR Software & Exposure in Multi-Level HR Softwares
* Creates Company HR Policies and Procedures According to the Organizational Standards
* Compensation & Benefits Analytical Skills
* Expert in Market Studies
* Staff Retention and Engagement Skills
* Complete HR Process Knowledge

**Career Snap Shots**

Currently working as **Asst. Manager– HR & Recruitment** in a Private Clinic Abu Dhabi

**Sr. Executive – HR & Recruitment** **(June 13 – Oct 15)**

* **Recruitment & Selection(Clinical and Non-Clinical)**
* Complete **MOH/DHA/HAAD** Procedures for all licensed staffs
* **Payroll & Leave Formalities**
* **In-Charge Staff Accommodation**
* Documentation and Administration
* Licensing of Medical Professionals
* Visa Formalities
* Manpower Budgeting
* New Employee Joining Formalities and Trainings
* Compensation & Benefits Management
* HR Policy Implementation & and Staff Welfare
* Performance Appraisals
* End of service Formalities
* HR-MIS
* **JCI Accreditation** Coordination

**Executive – HR & Recruitment** **(Nov 09 – Jun 13)**

* HR Documentation, Filing, Legal Letters, Recruitment Process (including interviews, Visa, Labour Card), Employee Relationship, Recreation-Marketing activates & Staff parties coordination, Employee Appraisals and increments, Payroll, Core Meetings & Minutes…etc… And **Staff Accommodation Incahrge**

**Officer – HR (Feb 07 – Nov 09) –** Part Time

* HR Documentation, Filing, Legal Letters, Recruitment Process (including interviews, Visa, Labour Card), Employee Relationship, Recreation-Marketing activates & Staff parties coordination, Employee Appraisals and increments, Payroll,

**Scholastics & Achievements**

* **Educational Qualifications & Trainings**
* Pursuing: - **MBA** in **Strategic Human Resources Management -**Indira Gandhi National Open University **(IGNOU)**, **Dubai, UAE**.
* 2012: - **Certification In International Marketing**-International Direct Selling Educational Institution(**IDSEI**),Dubai, UAE
* 2009: - Bachelor of Business Administration (**BBA**)-MG University, India
* 2009: - Cabin Crew Training in Jet Airways.
* 2007: - Administration & Office Secretary Training- KCC Regional Professional Training College, Kerala, India.
* 2006: - S.S.C- Government Higher Secondary School, Kerala, India.
* **IT Skills :** MS Office, Photoshop, Publisher, Internet Explorer, Visio
* **Languages Known :** English, Hindi, Malayalam, Tamil, Arabic(Basic Only)
* **Important Traits :** Confidentiality, Integrity, Honesty, Commitment towards Excellence, Consistency, Loyalty
* **Interests & Hobbies :** Writing, Surfing, Music, Games, Social Gatherings and Activities, Public Awareness Programs, Outdoor and Indoor Campaigns

* **DOB :** 29/04/1989
* **Marital Status :** Single