AREAS OF EXPERTISE

*Updating employee records*

*HR processes*

*HR Administration*

*Order processing*

*Online bid submission*

PROFESSIONAL

*English (fluent)*

*Malayalam (fluent)*

*Hindi (average)*

PERSONAL SKILLS

*Building relationships*

*High energy levels*

*Proactive*

*Organized*

CONTACT

*Nationality: Indian*

Alen

[Alen.288026@2freemail.com](mailto:Alen.288026@2freemail.com)

Admin Cum Hr Assistant

PERSONAL SUMMARY

A graduate caliber Admin / Human Resources Assistant who has extensive knowledge of recruitment selection and administration processes. I am a confident individual who is good at building effective relationships at all levels of an organization. I have no trouble handling a variety of personnel related issues. In my current role I support the HR service delivery to over 250 employees by carrying out a range of administrative HR tasks. Right now I am looking for a suitable role with a company that wants to recruit talented and proven people like m e .

WORK EXPERIENCE

***Aims Electronics Trading – ABU DHABI***

**ADMIN CUM HUMAN RESOURCES ASSISTANT** **April 2015 – Present**

Responsible for assisting in all stages of the recruitment cycle, from responding to enquiries, arranging interviews, completing job offer paperwork and supporting successful staff induction.

***Duties****:*

* Assisting with the day to day operations of the HR Admin department.
* Being the first point of contact for all general HR enquiries, administration and correspondence.
* Ensuring all paperwork received is scanned and stored both electronically and on the employee's paper file.
* Providing clerical and administrative support to Human Resources executives.
* Managing sickness records and the overall sickness administration of the company.
* Prioritizing and managing own workload without supervision.
* Handling staff enquiries on a daily basis.
* Talking to both existing and potential employees on a daily basis.
* Writing individual non-standard letters and emails to employees.
* Ensuring that all company HR processes and procedures are properly followed.

***Aims Petroleum Service -*** Admin Support Dates (i.e. Feb 2012 – March 2015)

***Kuwait***

***Micro College -India*** Admin Assistant Dates (i.e. Nov 2007 – Dec2012)

KEY SKILLS AND COMPETENCIES

* Extensive previous administrative experience of working in a HR department.
* Excellent organizational and administrative skills.
* A positive and enthusiastic attitude with the ability to self-motivate.
* Proficient in using Microsoft Office applications.
* Can co-ordinate a wide range of activities at any one time.

|  |  |  |
| --- | --- | --- |
| ACADEMIC QUALIFICATIONS |  |  |
| ***Kerala University*** | ***2000*** | ***- 2003*** |
| ***BSc (Chemistry)*** |  |  |
| ***M.G University*** | ***2005*** | ***- 2007*** |
| ***MBA- Marketing*** |  |  |
| REFERENCES – Available on request. |  |  |