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### Sreejith

### [Sreejith.333916@2freemail.com](mailto:Sreejith.333916@2freemail.com)

##### Human resource Officer

Executive Human Resource with expertise around 7 years in public administration and Human resource management sectors, controllership within high-profile corporations. Skilled executive reporting, collaborating with all members of the organization to achieve business and organization objectives. Instrumental in streamlining and improving processes, enhancing work environments and employees motivation, implementing effective solutions for employee issues. Capable of facilitating communication with senior management level and executives as well as collaborating with third parties locally and abroad.

Possess strong analytical and problem solving skills, results oriented, self-motivated and flexible, who is tactful and approachable with an ability to build good working relationships with people at all levels

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| --- | --- | --- |
| * Strong analytical and problem solving skills * Strong multi-tasking skills * Strategic Planning & Analysis | * Internal Auditing * Reporting Skills * Productivity Enhancement * ERP Knowledge | * Team Leadership * Department Streamlining * Executive Communication * Risk-Based Assessment |

# Professional Experience

**ENPI Group- Citi Pak.LLC**

***HR Officer - Jan 2011 to Aug 2016***

Administers various human resource workflow and procedures for all company personnel, workforce planning & employment, HR development, compensation and benefits, employee’s relations, measuring employee’s satisfaction and identifying areas that require improvement. Maintains personnel files in compliance with applicable legal requirements. Ensuring all company policies and procedures are up to date in line with current employment law. Ensuring line managers are up to date with changes to any policies

**Key Accomplishments**

* Facilitate and provide a full orientation the new joiners with the joining formalities, Organization’s policy and regulation, colleagues in the same department and other department.
* Enhance submitting of levers clearance letter, Salary Certificate, letter address to Banks, legal and governments, end of service benefits.
* Increase the awareness among the employees on the importance of complying and implementing the organization new policy and procedures.
* Assure the competence of salary deductions, earnings & overtime, transfers, leaves, end of service, time attendance and salary advances have been update and processed according to organization policies and Authority Matrix.
* Playing a key role in employees Key performance indicator review and employee’s monthly performance award system.
* Update employees profile with latest change in their job descriptions, position, qualification, superior feedback reports, training and seminars attendances along with any disciplinary letters been issues.
* Acting as vocal point between all employees and Medical Insurance agency and resolve all the employee’s inquiries, concern and pending issues.

# Professional Experience

**ENPI Group- Citi Pak.LLC**

***Sales & Logistic Coordinator***  Feb 2010 to Dec-2011

**Key Accomplishments**

* Developed and sustained relationships with potential and existing clients by coordinating professional meetings, attending promotional events and providing effective administrative support.
* Actively supported company sales team – Coordinated sales details, pre-sale material and after-sale deliveries. Handles contacts.
* Participated in execution of sales strategies
* Prepared clear sales analysis, as well as sales reports, sales-order status, sales agreements, in-time proposals and presentations.
* Met with customers on and off company premises for discussions.
* Made efficient purchases resale supplies.
* Responsible for timely, accurate quotations and various pro-forma invoices to customers, processing inquires through personal visits, email, phone and fax.
* Maintaining warehouse inventory and ensuring stocks are best to last for a month
* Feeding information of customer orders into the systems
* Supervising loading and unloading, and quality of packing
* Monitored store tasks & checked requisition forms before distribution

# Education & Credentials

**Master of Business Administration, Human Resource & International Marketing**, University of Calicut, Kerala, India

**Bachelor of Commerce,** University of Calicut, Kerala, India

# Personal Information

DOB : July 1980

Nationality : Indian

Marital Status : Married

Number of dependents: 4 person

Languages : English- Hindi- Malayalam – Fluent

Driver License : Having valid UAE license

Visa Status : Visit Visa – Valid up to 27 Jan 2017