Muneera.361611@2freemail.com

**Muneera**

# HR Executive and Legal Organizer

# Experience Summary

* **HR and Legal Executive**
* **EVEREST GROUP**

Sep 2011 – Till Date.

#### VISA STATUS

Husband Visa Place of issue: Sharjah

A highly driven HR & Legal professional, offering nearly 5 yrs of experience, who is able to work well in a team and individually, methodical, rigorous approach to achieve tasks and objectives, attention to detail, identifies and develops opportunities with the following skills:

Professional Summary

* Over 5 years of experience in Resource Management and HR functions
* Good listener, caring and compassionate.
* Systematic and logical, develop and use effective
* processes.
* Experienced in HR hire to retire life cycle Management
* Proficient in documentation and record maintenance
* Self-aware, seeking to learn and grow seeking new responsibilities irrespective of reward and recognition.
* New Joinee Induction, Issuing Offer Letter with Contract/ Agreement
* Good interpersonal skills, works well with others.
* Motivates and encourages the team.

## Key Skills

* Recruitment
* Employee Hire to Retire Management
* Employee Induction
* Team Management
* Very careful when handling private and confidential data.
* Employee Relation Management
* Employee Grievance
* Performance Management
* Resource Management/ Bench Management
* Knowledge of business processes.
* Payroll in WPS system.
* Data Management
* Reporting & Analysis
* MIS
* Process standardization& Improvement
* Vendor Management
* Training

Employment History

* **HR and Legal Executive EVEREST GROUP- SHARJAH**
	+ Maintaining employee records and updating the system database up to date.
	+ Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; providing educational opportunities.
	+ Managed all the “Blue Collar” employees of the company Managed employee grievances/counseling.
	+ Third party management like insurance, travel agency, immigration and other administration related parties.
	+ Conducted exit interviews and analyzed data and made recommendations to the management team for corrective action for continuous improvement.
	+ Updating employee records with holiday requests, payroll changes and any leave due to illness.
	+ Builds company image by collaborating with customers, government, community organizations, and employees; enforcing ethical business practices.
	+ Contributes to team effort by accomplishing related results as needed.
	+ Handling all type of legal issues in Labour Court, Criminal & Civil Court
	+ Case filing
	+ Cheque Cases, Labour Cases & Immigration Cases Etc….

### Human Resource Management

* + - * Talent Acquisition
			* Interface with colleges for campus recruitment drives
			* Organizing campus recruit drives successfully with 100% target fulfilment
			* Handle employee engagement, screening, interviews, on-boarding, induction
			* Conducts HR Orientations, and Training Contract Signing
			* Maintenance of databases and personal profiles of employees
			* Maintaining Head Count Reports, Daily/Weekly status Reports & analysis
			* HR Business partner for a specific Business Unit
			* Maintaining employee records in SAP system.
			* Drive location town halls and leadership connects
			* Organize and drive HR unplugged activities
			* Taking up exit interviews and coordinating the exit formalities
			* Develop continuous strategies on Retention Employees
			* Maintain systematic documentation of all HR process for easy references
			* Drive HR centric Training programs

Education

**Bachelor of Computer Application**

Ansar College India, University of MK.

2001 – 2004

Languages

English, Malayalam & Hindi

PERSONAL DATA

**DOB:** May 20 1983

**Nationality:** Indian