**JANE**

[**JANE.365455@2freemail.com**](mailto:JANE.365455@2freemail.com)

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| **OBJECTIVE** | |  | To strive for excellence with commitment, honesty and dedication to reach a challenging position in a professionally managed organization. |  |
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**CAREER SUMMARY** Working as an HR Assistant for Al Shirawi Enterprises LLC (Nov 2015 – Present)

Worked as an HR & Admin Assistant for SRI RAGHAVENDRA CONSTRUCTIONS - CHENNAI- INDIA from July 2012 – March 2015

Worked as an HR & Admin Assistant for HARVEST FUTURES CONSULTANT INDIA PVT. LTD from May 2011 – June 2012

Worked as an HR Coordinator for INDUSIND BANK LTD. CHENNAI- INDIA from April 2010 – April 2011



**QUALIFICATIONS**



**EDUCATION**



More than 5 years of experience with Human Resource functions.



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| **Bachelor of Commerce** | **2006 - 2009** |
| Mahatma Gandhi University |  |
| **Central Board of Secondary Education** | **2004 - 2006** |
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| **WORK HISTORY HR ASSISTANT** | **NOV 2015 - PRESENT** |
| **AL- SHIRAWI ENTERPRISES LLC** |  |
| **UAE** |  |

* Assist with day-to-day operations of the HR functions and duties.
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
* Compile and update employee records.
* Deal with employee requests regarding human resources issues, rules & regulations.
* Processing documents in getting New Visa, Renewal of Visa, Labour and Passport.
* Prepare payroll by collecting relevant data (absences, leaves, etc.)
* Conduct initial orientation to newly hired employees.
* Handle exit formalities of the employees.



**HR & ADMIN. ASSISTANT** **JULY 2012 – MARCH 2015**

**SRI RAGHAVENDRA CONSTRUCTIONS**

**CHENNAI- INDIA**

Duties & Responsibilities

* Substantiate applicant’s skill by administering scoring tests.
* Provide payroll information by collecting time and attendance records.
* Compensation and benefits administration and keeping the records.
* Ensuring employee safety, their wellness and welfare reporting
* Screening calls, managing calendars, making travel, meeting and event

arrangements.

* Supervise purchase process and maintenance staffs.

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* Create relevant reports and presentations for management.

**HR & ADMIN. ASSISTANT** **MAY 2011 – JUNE 2012**

**HARVEST FUTURES CONSULTANT INDIA PVT. LTD.**

**CHENNAI- INDIA**

Duties & Responsibilities

* Maintain time ledger for employees.
* Scrutinize candidate profiles from job portals & organizing the interviews.
* Offer and appointment letter generation.
* Coordinate with Head Office for Employee code and Employee ID Card.
* Handle background verification and exit formalities of the employees.

**HR CO-ORDINATOR** **APRIL 2010 – APRIL 2011**

**INDUSIND BANK LTD.**

**CHENNAI- INDIA**

Duties & Responsibilities

* Support Talent Manager in the administration process for recruitment.
* Organize & conduct the induction for new recruits.
* Manage and update all HR Policies & Procedures and departmental

compliant systems and processes.

* Prepare MIS Reports on day-to-day basis.
* Handle Exit formalities.

**OTHER EXPERIENCES**

* Conducted consumer exhibitions in various IT Parks in Chennai.
* Assisted various event management firms for Wedding, Birthday, Corporate

Events, Promotions and Launches

* Freelancing sub agent for various production companies like V Creations,

AGS Entertainment etc.





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| **LANGUAGES** |  |  |  |  |  |  |  |
|  |  | **Read** | **Write** | **Speak** |  |
|  |  |  |  |  |
|  |  |  | English | Excellent | Excellent | Excellent |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Hindi | Excellent | Excellent | Excellent |  |
|  |  |  | Tamil | Excellent | Excellent | Excellent |  |
|  |  |  | Malayalam | Fair | Fair | Excellent |  |



 **INTERESTS** •Socializing with friends

* Computing & Puzzles
* Travelling 

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