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| **Suja** **HR Generalist/Admin Professional****E-mail:** suja.369217@2freemail.com  | HT3411 SUJA |
| **Synopsis** |
| A dynamic human resource professional with 3 years of experience as IT Recruiter/Human Resource Generalist and Administrative Assistant. Ability to identify and resolve critical issues proactively plus strong background in recruitment and HR functions. Dedicated and efficient team player; adaptive to change and resourceful in getting the job done. Have expert level skills in human resource management and consistently adhere to quality. |
| **Strengths** |
| * Maintaining MIS
 | * Joining & Exit Formalities
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| * Expert knowhow on recruitment cycle
 | * Leave and Attendance Management
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| * EOSB settlements
 | * Query handling-internal/external
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| * Payroll Management FZE
 | * Good trainer as well as team player
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| **Education**MBA- HR & Marketing Bharathiyar University, India 2013Bachelor of Computer Application Kannur University, India 2011 |
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|  **Employment History****HR Generalist May 2016 – Jan 2017****Al Mawsim Gold & Jewellery Factory** Sharjah, UAE  |
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| A leading gold jewellery manufacturer and exporter in the UAE.* Acting as the point of contact for HR matters across the organization.
* Developing and reviewing job descriptions/Screening and short-listing CVs/Conducting initial interviews/ Carrying out reference checks.
* Managing on-boarding/preparing offer letters, employment documentation and induction programs.
* Administering and supporting the development of HR processes and procedures - performance reviews, training plans and annual leave.
* Working closely with the company PRO for paperwork relating to Employment & Residency visa sponsorships for employees
* Attendance and leave management-Checking & Maintaining Attendance and Leave records, being a point of contact for attendance and leave related matters.
* Processing of payroll, overtime, and leave pay as per UAE labour law.
* Managing all visa, ID Cards and immigration related matters in the UAE.
* Managing and maintaining internal record keeping and document retention systems for the HR function.
* Manage any staff departures including exit interviews and departure procedures, ensuring processes align with company policies and culture.

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| **Suja**  |

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| **HR Executive/Admin Assistant** |  **Mar 2014 – Jun 2015** |
| **Vofox Solutions (P) Ltd, Kerala, India** (<http://vofoxsolutions.com/>) Cochin, India Vofox Solutions is a leading US based software technology, outsourcing and web development organization. We build outstanding web and mobile applications tailored to meet your business requirements that redefine emerging market trends andcreate new opportunities for your online businor* Managing the complete recruitment and selection life-cycle.
* Planning human resource requirements in consultation with department heads.
* Concentrated efforts on effective networking methods to reach the greatest number of potential candidates.
* Planning and strategizing for all the recruitments of different departments.
* Development and implementation of interview process.
* First point of contact for the new joiners to facilitate a proper induction.
* Conceptualizing, developing and coordinating training /development initiatives which enhance quality and productivity.
* Identifying training needs across all levels in order to improve the capability development.
* Maintaining process related records, pertaining to the Training Department.
* Working out various remuneration policies, including pay packages for newly hired employees, and executing the same.
* Conducting performance appraisals as required.
* Calculating the LOP, Loans, Salary Advances etc.
* Maintaining and updating the Payroll data, timely completion of payroll process.
* Co-ordinate activities for PMS on yearly basis, issue appraisal form, summarize the evaluated appraisal form, issue appraisal letter.
* All statutory obligations relating to PF/ESI/Gratuity and all other legal activities and liaison with the Government Authorities.
* Maintaining all statutory records under PF, ESI and labour departments.
* Inculcating good work practices among workforce, thereby improving the work culture.
* Coordinating employee counseling sessions to understand employee concerns and redress their grievances.
* Time Office management and maintenance of attendance and leave records
* Pay Roll Administration/ Preparation, Computations of salary statements
* Maintenance of Employee Master Data and generate periodical MIS , Attrition Data, Interview Data Base
* Coordinating with banks to open the salary account for new joiners
* Office administration duties include invoice processing/query handling/schedule meetings/travel arrangements for staff.

**IT Recruiter Sep 2013 – Mar 2014**Dreamz Consultants Cochin, IndiaA leading manpower consultants in IT sector located in Cochin, Kerala..* Understanding the client requirements.
* Recruitment utilizing various sourcing method like job portals and professional network i.e. monster, LinkedIn, employee referrals etc.
* Maintaining database of prospective candidates.
* Scrutinizing, pre-screening, short listing the candidate’s profile as per the requirements of clients and tele-interviewing the candidates.
* Interacting with candidates, doing initial screening to understand their competencies and skill sets, making them understand the job role.
* Providing complete, accurate and inspiring information to candidates about the company and position.
* Scheduling and coordinating the interview between candidate and client.
* Taking feedback after interview.
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| **IT Skills** |
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| MS Office Applications | : | Word, Excel, PowerPoint & Outlook |
| Platforms used | : | Windows 8,7, XP |

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| **Personal Details** |
| NationalityGender | :: | IndianMale |
| Date of BirthVisa Status  | :: | 21st Nov 1990**,** MarriedHusband Visa |
| Languages | : | English, Malayalam |
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