**ANJU**

[**ANJU.372697@2freemail.com**](mailto:ANJU.372697@2freemail.com)

**HR & ADMIN PROFESSIONAL WITH 4 YEARS OF EXPERIENCE**

A self-motivated and disciplined individual who is both a team-player and a go-getter with a strong work ethic and efficiency in organizing skills. Adept at setting priorities as per the situation coupled with dedication to work, a person who can skilfully manage the needs of the company along with the ability of the employees, harnessing the maximum potential of the latter.

Being part of a commercially-focused organization, fully able to understand the quintessence of Human Resource Management and its importance in a growth-oriented firm. Possessing excellent inter-personal skills and communication skills, oriented on imparting the zeal to the employees, thus serving as an effective link between the management and the employees.

# KEY SKILLS & COMPETENCIES

#### Human Resources and Administration

Adept at managing an employee through his full employee life cycle Tactfully resolving recruitment issues and developing policies for the same Negotiation skills with employees, employers and third-parties

Drafting contracts including terms and conditions Communication skills honed to handle sophisticated situations Proficient in specialist HR software

Working knowledge of legislations relevant to HR



Adept at handling visa application and related issues  Well-versed in drafting of formal communication

#### Professional

Time-bound work in a fast-paced atmosphere Excellent man-management and leadership skills Adept at handling confidential information Flexible in handling people

Eye for talent in recruitment

Excellent verbal and communication skills in English

Diplomatic in handling professional conflicts

Excellent at initiating and handling employee engagement activities

#### Personal

 Out-of-box thinking in problem solving

 Exceptionally positive and outgoing personality

 Eye for innovations in the field ensuring adaptability Comfortable being the 'go to' person in the company Self-disciplined and self-motivated



Lateral thinking and creative

 Inspiring personality and soft-spoken

# KEY ACHIEVEMENTS

* Provided on-job training and attentive supervision to a troubled employee during his initial period, who went on to contribute significantly to the firm
* Guaranteed timely reimbursements to employees through expense tracking and tax assistance
* Managed annual leave process of all departments reducing waiting time

# PROFESSIONAL EXPERIENCE

***HR & Admin Executive***

## UNITED PIPING SOLUTIONS DMCC

**WORK PROFILE**

### Responsible for full employee life cycle from recruitment to retirement

* Coordinating with the employers and understanding their requirement and defining job position
* Drafting job advertisements and sourcing resumes through reference and job portals
* Conducting background and reference checks on prospective employees
* Preparing offer letter, employment contract and job descriptions
* Managing the recruitment process from sourcing till induction



* Conducting telephonic and personal interviews in coordination with department heads
* Conducting initial orientation and providing guidance to newly-hired employees
* Identifying training needs and nominating candidates for training
* Preparation of full and final settlement
* Drafting of experience letters and relieving letters
* Processing documentation and preparing reports on personnel activities

### Administrative support to HR Managers and Officers

* Involved in day-to-day functioning of HR office



* Co-operating closely with the HR Manager and Line Manager in employee management
* Assisting in formulation and drafting of new policies and procedures
* Interpreting and clarifying HR policies and ensuring employee compliance
* Dealing with employee requests and providing them professional advisory assistance
* Maintaining and updating employee records and employee handbooks
* Preparing reports for HR Office on Staff sick leave, absence and holiday leave
* Screening phone calls, emails, letters and personal visits
* Updating HR Software and administering payroll
* Preparing and submission of visa applications

### Employee engagement activities

* Encouraging employee participation in various organizational events
* Effectively managing employee welfare activities
* Managing employee-management get-togethers
* Drafting the management’s wishes on various celebrations and mailing them to employees

# EDUCATION

#### MBA – MASTER OF BUSINESS ADMINISTRATION (HR & ADMINISTRATION)

*JAIPUR NATIONAL UNIVERSITY*

***B. TECH IN ELECTRONICS & COMMUNICATION ENGINEERING*** *(WITH FIRST CLASS 70%) PUNJAB TECHNICAL UNIVERSITY, INDIA*

***HIGHER SECONDARY EDUCATION*** *(WITH FIRST CLASS 68%) KERALA STATE BOARD, INDIA*

***SECONDARY EDUCATION*** *(FIRST CLASS WITH 70%)*

**MAY 2013 – PRESENT**

*PURSUING*

*2008-2012*

*2006-2008*

*2006*

*KERALA STATE BOARD, INDIA*

# PERSONAL DETAILS

* Nationality : Indian
* Age & Marital Status : 27 & Single
* Language Known : English, Hindi & Malayalam
* Visa Status : Father's Sponsorship
* Driving License : Valid UAE Driving License

*References will be provided upon request.*