

**ANNA**

Email: anna.374700@2freemail.com

**Date of Birth:** 20-May-1982

**Marital Status:** Married

**Languages:** English, Malayalam, Hindi and Tamil

**Driving License:** UAE,

**Visa Status:** Husband Visa

**Availability**: Immediate

**Education**

**(MBA)Master of Business Administration .Human Resourse&Marketing,**

**Summary**

Accomplished, results Orientated Human Resource professional with over 8 years of extensive Knowledge and experience in the field of HR Administration and Payroll Accounting, ensuring efficient operations.

**Core Competencies**

* Human Resource process
* Payroll Systems
* Process Improvement
* HR training
* Recruitment Selection
* Insurance
* ISO Preparation
* Administration
* Compensation & benefits
* Employee Relation
* Problem solving

**Professional Experience**

**Arabian Importers and EXPORTERS (Sharjah airport Free Zone)** (**July 2007 - Sep 2012) FROM June 2015 till**

***HR Senior Executive***

Managed Payroll and HR Administration

**Duties:**

* Recruitment and Selection.
* Processing monthly payroll of staff and workers – Overtime time sheets, deductions, additions, salary- advance, loan etc.
* ISO preparation
* Maintaining HR records, such as those related to compensation, health and medical insurance.
* Managing workplace safety issues.
* Preparation of leave settlement and final settlement of staff and workers Gratuity, Leave Salary etc.
* Maintain & organize company’s Health insurance as well Workmen compensation.
* Assist in maintaining Human Resource data base & all personnel files updated.
* Conducting recruitment interviews and providing the necessary inputs during the hiring process.
* Handling Employee-related issues.
* Working with recruitment agencies to source for candidates for specific job positions.
* Maintaining HR records, such as those related to compensation, health and medical insurance.
* Handling the full and final settlement of the employee’s.

**OMA Emirates Solution Gulf, Sharjah, UAE, (Nov 2012-Aug2014)**

***HR Executive***

Managed HR and Administration

**Duties:**

* Prepared and processed final settlement of staff.
* working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
* Maintaining the work structure by updating job requirements and job descriptions for all positions in coordination with the line managers.
* Advertising vacancies by drafting and placing adverts in a wide range of media, for example newspapers, websites, magazines.
* Screening, interviewing and short-listing potential candidates both personally and by telephone.
* Updated the Manual under the direction of the CEO.
* Monitor the performance of new employees through the probationary performance review process.
* Maintaining / Updating Leave Records and Preparation of Salary Statement.
* Monitor the performance of new employees through the probationary performance review process.
* Maintaining positive relationships with key management staff to understand and assist with achievement of business goals.
* All disciplinary actions and grievance handling when any breach of policies notified.
* Conduct Induction programmers and Joining formalities.
* Ability to manage daily administrative tasks of a department and assist in resolving problems related to the day–to-day operations of the department.
* Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management.

**M/S. Indus Motors, Kerala – India (July 2003 – March 2006)**

**Position as Customer Service Executive**

**Duties:**

* Updating the Enquiry form.
* Giving product presentations and demonstrations
* Receive customer complaints about the products and services then solve the problem with immediate effect
* Follow up the clients and customers
* Create and manage job files
* Sending quotation and invoice to customers
* Customer care and Phone handling.
* Co-ordinate with other Branches.
* Ensuring proper delivery along with insurance and registration.

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|  **References available on request** |

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