**YOUNUS**

**YOUNUS.374858@2FREEMAIL.COM**

**About Me**

**5+Years experience**

**Abu Dhabi, UAE**

Currently living in Abudhabi (UAE) on a 3 month visiting visa, expires on 20-01-2018. Seeking an important and challenging role in an organization where I can attract with the new people and show my abilities.Looking for HR/ Administration jobs here in UAE and ready to join immediately.Willing to relocate to anywhere in UAE.

I am a proven expertise in implementing the policy and procedure, recruiting and hiring having 5 years hand on experience in administration too.

**Work Experience**

August 2012 – October 2017
**Sr. Executive- HR**
KIMS Alshifa Healthcare Pvt. Ltd;
Perinthalmanna, Kerala, India.

KIMS Al Shifa Healthcare Pvt. Ltd. (Joint venture of KIMS & Al Shifa Hospital Pvt. Ltd.) is 500 bedded, NABH accredited tertiary care hospital extending quality healthcare services in South India. The hospital has 40 various medical specialties and an excellent team of doctors, nurses & other healthcare professionals. The intention of the organization is to offer the finest medical care conforming to the best and value-based practices in healthcare. KIMS Al Shifa has introduced various health care technologies in the centre. The well equipped infrastructure emphasize on patient safety, satisfaction and outcomes. The hospital got NABH accreditation in the year 2014.

* Assist the HR manager in planning of Organizational recruit ment.
* Short list the resumes and Plan and coordinate the interviews.
* Call the Doctors/ Candidates for interview and Take the interview of candidates.
* Take the approval in Offer letter, Appointment letter etc.
* Send the offer letter to selected candidates.
* Make the joining documents of Doctors/ Candidates.
* Conduct Induction to the joinees and convey the Policies and rules to the employees.
* Maintain the records of employees.
* Track the daily attendance of the employees.
* Present the employees performance report in front of Sr. manager- HR.
* Trainingand Development coordination activities.
* Employee Engagement and Satisfaction activities.
* Coordination of Quality Assurance Programmes in HR.
* Payroll and attendance management. .
* Allother general activities of department.

April 2011 – August 2012
**Tutor cum Office Administrator**
Genius Coaching Centre (GCC)
Thottappaya, Kerala, India.

Genius Coaching Centre (GCC) was started in the year 2006 with a vision to give comprehensive educational assistance to the students in both Malayalam and English Medium. It is one of the most leading educational tuition centre of the area, which provides additional educational aid to the students for the classes from 1st STD. to 10th STD.

* Worked as a Tutor for 10th STD. students.
* Experienced as Office Administrator.
* Handling of fees collection from students and payment to the teachers.

**Academics**

**Masters, Business Administration (HRM)** Graduated, December 2015Bharatiar University
Coimbatore, Tamilnadu

**Bachelor, Commerce** Graduated, March 2011Calicut University
Kozhikode, Kerala

**10, +2** Graduated, March 2008G.H.S.S
Malappuram, Kerala

**Professional Qualifications and Affiliations**

* Certified Professional Foreign Accounting (CPFA) from IPA.
* Certified by Jan SikshanSansthan (JSS) in Computerized Accounting

**Skills**

* Strong communication and interpersonal skill.
* Analytical skills.
* Good administrative and IT skill.
* Confident and Creative.
* Ability to learn and absorb knowledge.
* Ability to adapt to diverse business situations.

**Professional ReferencesComputer Proficiency**

* MS Office -Excellent Proficiency
* MS Word -Excellent Proficiency
* MS Excel -Excellent Proficiency
* Power Point -Advanced Proficiency

**Languages**

* Malayalam -Native or bilingual Proficiency
* English -Full Professional Proficiency
* Arabic & Hindi -Limited Working Proficiency

**Personal Interests**

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| * Travelling
 | * Reading
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| * Internet browsing
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**Personal Details**

Father’s Name: Mr. Mohammed. P Marital Status: Married Nationality: Indian
Gender: Male

**Declaration**

I, Younus, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Younus. P Abu Dhabi, UAE

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