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**Riyas**

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**Nationality: Indian ⚫ Residence: Al Ghubaiba, Dubai.**

**Summary**

Seeking a challenging **HR & Admin** job in a competitive and professional working environment with good scope of utilizing my knowledge and skills for achieving objectives of the organization and in turn develop my career abilities

* Excellent interpersonal skills, ability to communicate confidently, effectively and diplomatically
* Strong ability and initiative to work in a dynamic, high profile environment
* Very good knowledge in **UAE labor laws and immigration procedures**
* An exceptional professional exercising considerable initiative and high degree of social skills dealing with full range of people in many varying situations representing the organizations high profile situations

**Education**

* MBA in HR (Anna University) – Tamil Nadu, India (2012- 2014)
* BBM (Bharathiar University) – Tamil Nadu, India (2009 – 2012)
* Higher Secondary School Certificate (State Board) – Tamil Nadu, India (2008 – 2009)

**Work Experience**

**RADIANT GROUP OF COMPANIES Mar 2015 to Dec 2017**

Chennai, Tamil Nadu, India

Sr. Executive – Human Resource (7000 Employees)

**TEAM SOURCE (Consultancy) Jan 2014 to Feb 2015**

Coimbatore, Tamil Nadu, India

Recruiter (IT &Non IT) - Human Resources (25 Employees)

**Skills**

* Strong experience with computer applications i.e. **HRMS, Outlook express etc**.
* Excellent Experience in Microsoft Office – especially **Excel, Power point and Word**.
* Languages Known – English, Hindi, Urdu, Tamil, Telugu, Malayalam, Arabic(Beginner).

**Roles and Responsibilities**

**RADIANT GROUP OF COMPANIES – Sr. Executive**

* Team Management
* ERP(HRMS) Implementation and Management
* Payroll Processing (Pan India 18 regions)
* Audit Processing
* Policy formulation and Implementation
* Employee Engagement
* Vendor/Client Handling
* Grievance Handling
* Facilities management
* Handling queries mail/In person
* Travel Arrangements
* Employee On boarding – Off boarding
* Other general activities like, Leave Calculation, Attendance, Bio-metric, Statutory clearance, Documentation, Safety equipments, MIS Report, MOM, Screening calls/mails, Recruitment.

**TEAM SOURCE – Recruiter (IT-NonIT)**

* End to End Recruitment(Job Posting, Sourcing, Screening, Interviewing and Closing position)
* Team Handling
* Liaison between company and clients
* Report Generation
* Database Management
* Target completing
* Lead Generation

**Passport and Visa Status**

* Passport No :– Till 2025
* Visa : Visit – Till 25/04/2018

**References**

Available upon Request

(RIYAS)