ANCY

E mail :[ancy.245164@2freemail.com](mailto:ancy.245164@2freemail.com)

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**PROFESSIONAL SUMMARY**

* 2.5 years of experience in UAE as **Human Resources Executive**
* 3 years as a **Payroll Administrator**.
* 1.5 years as a customer support executive.
* Self-disciplined and Ethical.
* Strong communication skills both written and verbal.
* Leadership, Negotiation, Diplomacy and Multitasking.

**WORK EXPERIENCE**

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COMPANY NAME :**SMART DEAL GROUP OF COMPANIES LLC.**

DESIGNATION :**HR EXECUTIVE**

From :July 2016 to till date.

Responsible for all HR related activities of 3 divisions – **On Demand Labor Supply Services LLC, Smart Deal Outsourcing and Recruitment Services LLC and Smart Deal Outsourcing Services Free Zone**.

As an HR Executive of these divisions I am responsible for end to end process of all HR activities.

**Smart Deal Outsourcing and Recruitment Services LLC**

Reporting to HR Director

* Making job description and placing advertisements on job sites.
* Evaluating candidates through telephonescreening and interviewing.
* Sound knowledge in UAE Labor Law, Visa Processing, Onboarding and Terminations.
* Ensure Induction activities carry out smoothly and effectively and provide all the essential details to candidates before joining.
* Medical Insurance and workmen compensation.
* Issuing Offer Letter, Warning letter, Termination letter and all other HR Letters.
* Answering and handling all employee queries and complaints.
* Create and maintain employee database, file management and Tally updating.
* Custody of Original Passports and Emirates IDs

**On Demand Labor Supply Services LLC**

Reporting to General Manager

* Collecting sufficient documents from candidates and submission to PRO for processing of visas.
* Giving induction and instruct them to complete visa procedures.
* Medical insurance and workmen compensation.
* Custody of Original Passports and Emirates IDs
* Keeping track of passport expiry, visa expiry and insurance expiry.
* Monitor passport release requests and release of passports when required.
* Arranging accommodation, new uniforms and all other facilities of new joiners.
* Supporting accounts for payroll process and handling employee disputes.
* Preparing WPS and NON WPS sif files for UAE Exchange.
* Keeping attendance track and leave track.

**Smart Deal Outsourcing Services Free Zone**

Reporting to Senior Manager

* Explaining the terms of employment to candidates and check if they are fit for the job.
* Collecting documents for visa procedures.
* Arrange for Medical Tests and Emirates ID biometrics.
* Ensure the quality of working conditions and employee motivation.
* Keep track of leaves, over time and attendance.
* Arranging accommodation, uniforms and other facilities for employees.
* Preparing NON WPS file for salary transfer.

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COMPANY NAME :**TRANSMARINE CARGO SERVICES LLC**

DESIGNATION : **HR ADMINISTRATOR**

From : September 2015 to June 2016

Transmarine is an association of two companies, one is **Transmarine Cargo Services LLC** which is a logistic company and **Jackson International Free-zone** which is a trading company.

My responsibilities includesupport Recruitment process, HR Operations and Administration and ensures smooth functioning of office.

Reporting to Managing Director.

* Assist the PRO with visa processing of new joiners.
* Updating and maintaining employee data files in SAP.
* Keep track of trade license expiry, tenancy contract expiry, passport expiry, visa expiry and contract expiry.
* Updating and managing medical insurance files and process claims in coordination with medical insurance company.
* Handling petty cash and managing stationaries.
* Processing WPS and salary transfers through UAE Exchange.
* Maintaining attendance salary deductions, employee loans, advances and leave management.
* Issuing HR letters, warning letters, letter of termination of employment etc. to employees.
* Scheduling meetings and interviews with the managing director.
* Air Ticket Booking for both employees and the management.

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COMPANY NAME :**NGA HUMAN RESOURCES [MULTI NATIONAL COMPANY]**

DESIGNATION :**PAYROLL ADMINISTRATOR**

From : June 2013 to August 2015

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COMPANY NAME :**NGA HUMAN RESOURCES [MULTI NATIONAL COMPANY]**

DESIGNATION :**PROCESS ASSOCIATE.**

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From : 1st December 2008 to 5th February 2010

COMPANY NAME : **RELIANCE BPO [ANIL DHIRUBHAI AMBANI GROUP]**

DESIGNATION :**CUSTOMER SUPPORT EXECUTIVE**.

From : 8th June 2007 to 10th September 2008

**EDUCATIONAL QUALIFICATION**

**MBA in Finance** and**Human Resources** from **University of Kerala**.( from 2010 to 2012)

**BSc in Physics** from**University of Kerala.**( from 2004 to 2007)

**PERSONAL DETAILS**

Name : Ancy

Date Of Birth:7/03/1987

Civil Status : Married

Visa Status : Employment Visa

Nationality : Indian

Languages Known :English, Malayalam, Hindi & Tamil

**DECLARATION**

I hereby declare that all the details given above are true to the best of my knowledge.

Ancy