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**Muneera**

# HR Executive and Legal Organizer

# Experience Summary

* **HR and Legal Executive**
* **EVEREST GROUP**

Sep 2011 – Till Date.

#### VISA STATUS

Husband Visa Place of issue: Sharjah

A highly driven HR & Legal professional, offering nearly 5 yrs of experience, who is able to work well in a team and individually, methodical, rigorous approach to achieve tasks and objectives, attention to detail, identifies and develops opportunities with the following skills:

Professional Summary

* Over 5 years of experience in Resource Management and HR functions
* Good listener, caring and compassionate.
* Systematic and logical, develop and use effective
* processes.
* Experienced in HR hire to retire life cycle Management
* Proficient in documentation and record maintenance
* Self-aware, seeking to learn and grow seeking new responsibilities irrespective of reward and recognition.
* New Joinee Induction, Issuing Offer Letter with Contract/ Agreement
* Good interpersonal skills, works well with others.
* Motivates and encourages the team.

## Key Skills

* Recruitment
* Employee Hire to Retire Management
* Employee Induction
* Team Management
* Very careful when handling private and confidential data.
* Employee Relation Management
* Employee Grievance
* Performance Management
* Resource Management/ Bench Management
* Knowledge of business processes.
* Payroll in WPS system.
* Data Management
* Reporting & Analysis
* MIS
* Process standardization& Improvement
* Vendor Management
* Training

Employment History

* **HR and Legal Executive EVEREST GROUP- SHARJAH**
  + Maintaining employee records and updating the system database up to date.
  + Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; providing educational opportunities.
  + Managed all the “Blue Collar” employees of the company Managed employee grievances/counseling.
  + Third party management like insurance, travel agency, immigration and other administration related parties.
  + Conducted exit interviews and analyzed data and made recommendations to the management team for corrective action for continuous improvement.
  + Updating employee records with holiday requests, payroll changes and any leave due to illness.
  + Builds company image by collaborating with customers, government, community organizations, and employees; enforcing ethical business practices.
  + Contributes to team effort by accomplishing related results as needed.
  + Handling all type of legal issues in Labour Court, Criminal & Civil Court
  + Case filing
  + Cheque Cases, Labour Cases & Immigration Cases Etc….

### Human Resource Management

* + - * Talent Acquisition
      * Interface with colleges for campus recruitment drives
      * Organizing campus recruit drives successfully with 100% target fulfilment
      * Handle employee engagement, screening, interviews, on-boarding, induction
      * Conducts HR Orientations, and Training Contract Signing
      * Maintenance of databases and personal profiles of employees
      * Maintaining Head Count Reports, Daily/Weekly status Reports & analysis
      * HR Business partner for a specific Business Unit
      * Maintaining employee records in SAP system.
      * Drive location town halls and leadership connects
      * Organize and drive HR unplugged activities
      * Taking up exit interviews and coordinating the exit formalities
      * Develop continuous strategies on Retention Employees
      * Maintain systematic documentation of all HR process for easy references
      * Drive HR centric Training programs

Education

**Bachelor of Computer Application**

Ansar College India, University of MK.

2001 – 2004

Languages

English, Malayalam & Hindi

PERSONAL DATA

**DOB:** May 20 1983

**Nationality:** Indian