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AFSAL **HUMAN RESOURCES EXECUTIVE**

**CAREER SUMMARY**

Human Resources Executive with practical understanding of business needs. Highly effective at incorporating creative leadership skills to achieve business objectives.

Committed to enabling a company to better utilize its most valuable asset.

Characterized as a consummate with strategic decision making skills.

# KEY SKILLS

UAE Labour Law Talent Acquisition On boarding HRIS Payroll Administration

ATS HR Documentation Negotiation IT Credentials Bilingual Communicative

# PROFESSIONAL EXPERIENCE

## HUMAN RESOURCES INTERN July 2017 to October 2017

**Q Express-Abu Dhabi, UAE**

* Accomplished strong knowledge of UAE Labour Law and MoHRE Regulations.
* Provide clerical and administrative support to Human Resources Department.
* Documented employee files and HR filing system with Data Protection Procedure.
* Coordinate and assist with employee recruitment, on boarding, orientation and training.
* Manage Payroll Processing system and Compute pay and benefits as per Benefits Policy.

## HUMAN RESOURCES EXECUTIVE June 2015 to June 2017

**Maharaja Corporation-Trivandrum, India**

Recruitment

* Resourcing, Screening and short listing resumes through various portals.
* Short listing the resumes based on Job requirement.
* Conducting telephonic and personal interviews with HR manager and department heads.
* Generate offer letter, job description, completing joining formalities and documentation. HR Administration
* Compilation and Processing of attendance data in attendance system.
* Generate monthly attendance report of workers, trainees and officers.
* Maintaining the employee personal files and records, communicating HR policy and across the organization at all levels.
* Tracking the attendance, Maintain Leave records, PF records and Issue Letters.
* Preparation of full and final settlement, generating the experience and reliving letters.
* Prepare various letters like Appointment, increment, Transfer, absenteeism notice, warning Letters and Service letters.
* Keeping the track of confirmation, Appraisal and increment of employees.

# ACADEMIA

* + Master of Business Administration: Human Resources Management Pondicherry University, India [2015]
    - Bachelor of Business Administration: HRM, Marketing, Finance Pondicherry University, India [2013]

# TRAINING AND CERTIFICATIONS

* UAE Labour Law and Legislations Module
* Computerized Accounting - Tally, Peachtree Packages
* Neuro Linguistic Programming in HRM

# ACADEMIC PROJECTS

* The study of Employee Retention with Special Reference to Maharaja Corporation
* The study of Introducing New Product into Market in Western Food Corporation

# PERSONAL SKILLS

* Strong logical, analytical, communication and interpersonal skills.
* Work with Dedication and Determination.
* High energy work ethic and commitment to people service.
* Easily adaptable to any new technology with minimum training.
* Interested in learning new things and implementation.
* Ability to work individually and group.

# TECHNICAL SKILLS

* Human Resources Information Technologies and Applicant Tracking Systems
* Operating system: Windows, Apple macOS and Linux
* Tools: MSOffice -Word, Excel, Power point and Organizer
* Hardware: Hands on Experience of Computer hardware and networking
* Networking Skills: Linked in, Twitter and Talent communities

# COMMUNITY INVOLVEMENT

* Volunteer in Trauma Care Society, Kerala, India
* Volunteer in Haj Camp Cochin International Airport, India

# PERSONAL INFORMATION

* Date of Birth: 24th July 1993
* Visa Status: Visit Visa
* Good Conduct Certificate valid until 11th June 2018 [ Attested by UAE MoFA ]

# DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

AFSAL