.

**VIJEESH**

**Email ID :** [**vijeesh\_388559@2freemail.com**](mailto:vijeesh_388559@2freemail.com)

**HR EXECUTIVE**

**EDUCATION**

2010-2012

BHARATHIYAR UNIVERSITY

MBA-HUMAN RESOURCES

2007-2010

MADURAI KAMRAJ UNIVERSITY

BSc HOSPITALITY MANAGEMENT

2005-2007

KERALA STATE GOVERNMENT

HIGHER SECONDARY, SCIENCE

**LANGUAGE SKILLS**

ENGLISH

HINDI

TAMIL

MALAYALAM

**COMPUTER KNOWLEDGE**

MICROSOFT OFFICE

**PROFILE**

I am keen to assume challenging responsibilities that will maximize and further enhance my current knowledge. I consider myself as a motivated individual with team building & Management skills and inter-personal skills, and highly driven to succeed. I am ready to adapt new technologies and also ready to meet challenging targets.

**WORK EXPERIENCE**

* **HR Associate /August 2016 - January 2019.**

Deyari Building Maintenance and Cleaning and Décor LLC, Dubai, UAE

* **HR Executive/ June 2015 - May 2016**

St.Joseph’s Mission Hospital, Kerala, India.

* **HR Executive Trainee /April 2013 –September 2013**

Keys Hotel, Kerala, India.

* **Project Trainee/ January 2012 – April 2012**

The Kerala Minerals and Metals Ltd, Kerala, India.

**DUTIES PERFORMED**

* Facilitate recruitment process by posting ads using various media and coordinating with recruitment partners.
* Preparing Offer letters for staff, collecting necessary documents and prepare all requirements for visa processing.
* Provides payroll information by collecting attendance records and consolidated time sheets.
* Preparing Final payroll including Al Ansari salary transfer schedule.
* Monitor and update salary files (Registration and Deletion) from Banks and exchange
* Update personnel files (soft and hard copies) of all employees.
* Monitor Visa processing of all staffs and coordinate with PRO regarding MOL and Immigration requirements and process.
* Preparing budget requests for Visa processing(New visa, Renewals and cancellations)
* Keep track of all expiry dates related to HR function, such as

1. Visa, Labour card and Passport Renewal dates.
2. Visa cancellation and employee exit formalities include final settlement and travel arrangements.
3. Health insurance addition and deletion.
4. Workmen compensation and Group life insurance updates.

* Handling full and final settlement of employees.
* Making sure all staff is working in accordance with company rules and regulations.