

ASIF

**HR & ADMIN**

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**HUMAN RESOURCE & ADMINISTRATION PROFESSIONAL**

Multi-specialty professional endeavoring a stable & challenging position as an **HR & Admin** in a growth oriented industry, where my expertise as well as experiences will significantly add to the overall prosperity of the company & render opportunities to my career.



**PROFILE SUMMARY**

* Excellent organizational skills with the ability to prioritize and execute multiple projects simultaneously and work in fast paced environment.
* HR & Admin professional with qualitative experience, well organized, Enthusiastic, Earnest and motivated.
* Superintending smooth implementation of human resource policies for manpower planning, recruitment, selection, induction, joining & exit formality, Statutory compliance, employee engagement, payroll management, CTC designing, performance management and MIS reporting.
* An effective communicator with good interpersonal & presentation skills.
* A compelling communicator with solid interpersonal & presentation skills nestled in the lap of an ability to multitask and operate well under mounting pressure situations.



**KEY SKILLS/CORE COMPETENCIES**

* Record Management
* Policy framing & implementation
* Compensation & Benefits
* Analytical and Critical Thinking
* Employee & Labor relations
* General HR/Administration
* Training & Development
* Strategic Planning
* Client Relationship
* Organizational development
* Welfare activities
* Staff Retention
* Performance Management
* Grievance Procedures
* Disciplinary matters
* Planning &Budgeting
* Talent Acquisition
* Diversity Issues
* Job Classification
* Interview coordination
* Salary reviews
* Negotiation tactics



**WORK EXPERIENCE**

**HR & ADMIN MANAGER**

May 2016-May 2019 (3 years)

# Key Responsibilities:

* Ensuring that the business is legally compliant in all its employment activities.
* Giving new starters a really positive and professional perception of the company.
* Overseeing the full recruitment cycle, in particular contract preparation.
* Operationalizing, integrating and delivering HR processes, projects and change.
* Executing company-wide HR initiatives.
* Promoting equality and diversity in the recruitment process.
* Controlling costs and ensuring that they do not exceed budgets.
* Managing pay-roll operations.
* Conducting interviews and reference checks on job applicants.
* Interpreting the law regarding HR policies.
* Travelling to HR meetings held off-site.
* Managing sales team in the absence of sales managers.
* Keeping up to date with legal developments.
* Developing HR policies.
* Investigating disciplinary and grievance matters.
* Nurture positive working environment.
* Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
* Monitor HR metrics (e.g. turnover rates and cost-per-hire)
* Maintaining records of stationery, housekeeping management activities and electrical items etc.
* Maintaining the stock of electronic gadgets comprising laptops, tablets, mobile handsets and list of machineries.
* Attending Client meetings
* Managing sales team in the absence of sales managers.

**HR EXECUTIVE**

April 2014- May 2016 (1.2 years)

# Key Responsibilities:

* Dealing with staff disciplinary, grievance and absence issues.
* Arranging medical examinations for new starters where applicable.
* Providing comprehensive advice on all HR issues.
* Preparing documentation for recruiting managers.
* Ensuring that all HR policies and employee handbooks, are compliant to relevant legislation.
* Inviting job applicants for interview.
* Conducting employee reviews, appraisals and inductions.
* Assisting in the recruitment, development and progression of junior HR team members.
* Coordinating recruitment processes.
* Maintaining accurate Personnel records
* Writing up job descriptions for up and coming vacancies.
* Helping to manage Trade Union relationships.
* Maintaining accurate and complete personnel records.
* Drafting general HR correspondence for company employees.
* Providing direct support to the HR Director.
* Ensuring that employee absence is managed in accordance with good HR practice.
* Business development.

**CLAIMS ASSOCIATE**

June 2015 – Feb 2016

# Key Responsibilities:

* Evaluate all claim and policy information and investigate all details for insured client for various line of business and ensure applicable coverage of institutions.
* Investigate and prepare reports for all denials of claims and settlements and provide update on all files and recommend reserve changes to all claims.
* Maintain records of all benefits and resolve all issues in claim processes to minimize risks in claims processes and maintain records of all shipments and storage

**CUSTOMER SERVICE ASSOCIATE**

June 2011 - April 2012

# Key Responsibilities:

* Resolving customer complaints.
* Maintaining the database of customers.



**ACADEMIA**



**MBA (HR & Finance)** @ Anna University, Chennai, Tamilnadu, India**- [2012-2014]**

**BBA(Business Administration)** @ Bharathiyar University, Coimbatore, Tamilnadu, India- **[2008-2011]**



**PLUS TWO (Commerce)** @ Arts & Science,Tanur, Kerala, India- **[2006-2008]**

**SSLC(Higher Secondary)** @ MES Central School, Tanur, Kerala, India- **[1994-2006]**



**PERSONAL ATTRIBUTES**

* Active as well as proactive



* Self-Motivated & Determined
* Disciplined, punctual, Dependable and maintain apex level of confidentiality
* Decision making
* Leadership skills
* Compliant and adaptable
* Interpersonal skills
* Communicational skills



**PERSONAL DOSSIER**

Notice period Salary Expectation Open to Relocation Visa status

Marital Status Gender Languages

* Immediate
* Negotiable
* Yes
* Visiting (19th Sept 2019 – 18th Dec 2019)
* Singe
* Male
* English, Malayalam, Tamil, Hindi, Arabic



**DECLARATION**

I affirm that the above information is true. I agree to cooperate fully if verification of any of the statements is required.

## ASIF

**Dubai**