**MANU**



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Holding UAE – LMV license



**CAREER HISTORY:**

**OFFICE & HR Manager / Group of company in Dubai, UAE May 2014 to June 2018**

* Handling Onboarding & Induction, Joining Formalities, and documentation of new joiner.
* Validation WPS, payroll, Biometrix.
* Conducting Interview for the selected candidates and negotiating salary on company standards.
* Assign and monitor clerical and secretarial functions.
* Validate and process Notice period Reimbursement and employee’s expenses reimbursement.
* Transfer and dispose records according to retention schedules and policies.
* Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
* Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
* Monitor and record staff hours worked including overtime.
* Prepare paperwork for hires and terminations.
* Communicate changes in policies and procedures.
* Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
* Preparation of Relieving & Experience Letters

**Duty Showroom In charge / Merchandise & Sales Administrator Q**

**(Landmark Group) Dubai,UAE December 2010 to May 2014**

* Ongoing stock take inventory control on a daily basis.
* Responsible for managing and running planned stock takes.
* Stock variation- System Vs. Physical ( 6 stores + Warehouse)
* Implement control measures to ensure mistakes, inaccuracies and discrepancies are highlighted, addressed and resolved.
* Inventory adjustment entry and posting.
* Supervises the receipt of incoming material shipments, verifying that appropriate receipt and quality.
* Manage to control perpetual inventory stock counting / inventory accuracy checks.
* Daily email coordination between store level and the concerned departments in the head office.

CAREER OBJECTIVE:

Seeking for a position in an established organization that offers a challenging and rewarding career with great opportunities for advances.

SUMMARY OF QUALIFICATION:

* 4 years of experience in Managerial position
* 3 years of progressive experience on home line furniture shop in a high demanding retail industry in

UAE

* Inventory and stock control knowledge attained with good communication skills to head office people, customers, management and staff
* 3 years of experience on a four star hotel supervisory in F & B.
* Knowledge in usage of Microsoft Office programs and web browsing
* Well experienced in engaging customer service engagements
* Good presentation and excellent personal organization
* Holding INDIAN LMV License
* Holding UAE LMV License

**SKILLS & ABILITIES**

* Flexible
* Highly Adaptable
* Strong Orientation Skills
* Analytical Skill
* Willing to devote my

time towards work

* One to One & Group Support
* Leadership Quality

**LANGUAGES KNOWN**

ENGLISH

MALAYALAM

TAMIL

HINDI

* Well versed in Oracle SIM System.
* Inventory control and accountability.
* Inventory recording from physical to physical and from physical to system.
* Checking of 0 stock level in the store as manifested by system and warehouse team.
* Monitoring received and transferred quantities through warehouse.
* Stock transfer entry (as per received documents from logistics) store to store.
* Check and adjust shop floor data collection data.
* Ensure each and every customer is served according to the Q Home Décor standard.
* To build and maintain a portfolio of customers and ensure consistent interaction with them on a timely basis.
* To ensure that the complete transaction and after sales service deliver on all areas and maximum of professionalism and efficiency.
* To have complete and thorough understanding of the product ranges carried and able to demonstrate the same.

**Food and Beverage Supervisor, Hotel Aquaserene (Four Star Hotel), Kerala, India June 2005 to June 2008**

**Hotel Sudersan International (Three Star Hotel), Kerala, India June 2004 to December 2004**

**EDUCATIONAL QUALIFICATION:**

* Hospitality and Tourism Management TMC Educational Group- TMC Academy, Singapore, (Cambridge university UK), March 2010
* Diploma in Hotel Management, Catering Technology & Applied Nutrition Srinivas College University of Mangalore, India
* Maritime Education and Training AMET College, Chennai
* Proficiency in Elementary First Aid
* Proficiency in Fire Prevention& Fire Fighting
* Proficiency in Personal Safety& Social Responsibilities
* Proficiency in Personal survival Techniques

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Nationality | : | Indian |
|  | Marital Status | : | Married |
|  | Religion | : | Hindu |

**DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Name:

Place: UAE

**REFERENCE:**

Anup P. Bhatia – **HR Consultant**

Contact # 971504753686