

**NOORNISHA**

**Email Id:-** [**noornisha-397346@gulfjobseeker.com**](mailto:noornisha-397346@gulfjobseeker.com)

**CAREER OBJECTIVES**

Aspiring to pursue challenging assignments in Human Resource & Operations with the drive to make a significant contribution and achieve targets in conjunction with organizational goals.

**CORE COMPETENCIES**

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| • HR Generalist / HR Operations | • Payroll Management | • Employee Self Service |
| • HRIS / HR Shared Services / Helpdesk | • Attendance &Leave Management | • Mediclaim Process |
| • Joining Formalities (On Boarding) | • Exit Formalities (F&F) | • Training & Development |
| • Performance Appraisals |  |  |
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**PROFESSIONAL SNAP SHOT**

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|  | **Company & Location** | | **Designation** | **Duration** |  |
|  | 1) |  | Senior Executive – HR Generalist | Nov 2016 – Mar 2019 |  |
|  |  |  |  |  |  |
|  | 2) | **Muthawa Alkazi Co,** | **Programmer** | **July 2014– Dec 2015** |  |
|  |  | **Kuwait** |  |  |  |
|  | 3) | Cognizant Technologies | Programmer Analyst | June 2010- Sep 2013 |  |
|  |  | Solutions, Mangalore, India |  |  |  |
|  | 4) | Asian School of Business, | Admin | Nov 2007--Nov 2009 |  |
|  |  | Technopark, India |  |  |  |
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**EDUCATIONAL CREDENTIALS**

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|  | **Qualification** |  | **INSTITUE** |  | **BOARD / UNIVERSITY** |  |
|  | **B-Tech** |  | Lourdes Matha College of Science & |  | Kerala University, |  |
|  |  | Technology, Trivandrum |  | Trivandrum |  |
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**CERTIFICATION COURSES**

* **Certified Human Resource Generalist** –IIHR Bangalore
* **Mainframe Certified from Cdac Trivandrum**
* **Sap Abap Certified from Elogica, Bangalore**

**Good Knowledge in MS Word, PowerPoint, MS Excel, HRIS Software, MIS Reports**

**PROFESSIONAL EXPOSURE As HR**

**Recruitment & Selection:**

* Responsible for Recruitment, Selection & short listing the candidates. Sourcing the possible candidates via the sourcing procedures like job portals, walk-ins, employees’ references, followed by short listing of candidates.
* Conducting preliminary round of HR Interview to evaluate communication, interacting with the candidates, giving them a brief about the position and checking their position fitment and scheduling them for further round of Interviews.

**Induction, Joining formalities and Full & Final Settlement Process:**

* Taking Induction Session for the Executive & Middle level entrants in the Organization, Ensured induction of all employees as per the defined process.
* Manage business letters related to employee’s offer& appointment letter, service agreement, background verification, , allowances, request for evidence, transfer related documentation etc. and providing required information
* F&F Settlements of left employees, complete the same within 5 working days from the date of H/T over and clearance, preparation of experience & relieving letters, exit interviews etc..

**Payroll Management:**

* Verify Time & Leave Management for timely and ensure accurate processing of the Monthly Payroll according to the schedule, Generating Pay slips and forwarding them to employees.
* Manage regular preparation of relevant MIS reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.)Manage employee queries with regard to their deductions, settlements and supporting their requirements.

**HRIS Management / HR Shared Services / Employee Self Service:**

* Managing Employee Database Administration in HRIS
* Part of HR Shared Services team for attending & assigning Internal / External Employees queries regards to on-boarding, leave, payroll, F&F settlements, performance appraisals etc…

**Mediclaim Management:**

* Managing Mediclaim reimbursement claims, responsible for Full & Final settlements of the Mediclaim process of corporate client’s employees, addition & deletion of employees under Mediclaim monthly basis
* Maintaining track of all pending claim cases &ensure on the closure of the same within TAT, Coordinating with TPA’s for resolution on pending cases.

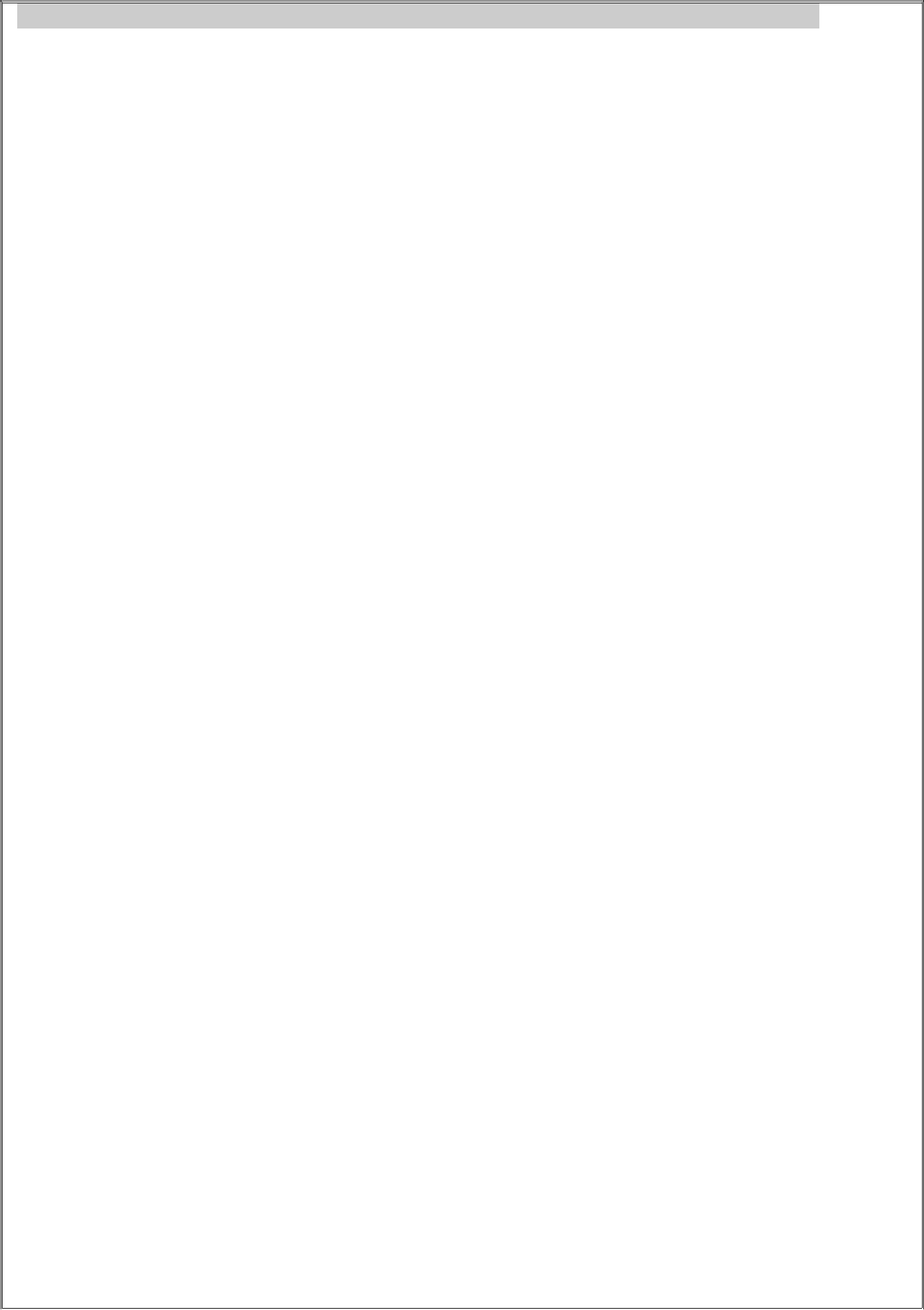
**Performance Appraisals (PMS):**

* Coordinating with self, peer & superior for appraisals, forwarding the Performance Appraisal formats to Employees, Department. Responsible for Defining Jobs, KRA Setting, Mid Year Reviews, Annual Reviews, Handling all appraisal activities (360 Degree & MBO).

**Employee Engagement Programs:**

* Coordinating monthly Employee Engagement Activities for various clients, Family Day, Ethnic Day, Independence Day, Republic day – flag hosting, Festival celebrations, Birthday & Anniversary celebrations,

Festival get together, Site picnic etc…

**Previous Employment1:**

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| --- | --- | --- | --- |
|  | ➢ Organization | : | **Mutawa Alkazi Co, Mishref, Kuwait** |
|  | ➢ Duration | : | 01/9/2014 – 30/12/2015 |
|  | ➢ Designation | : | **Computer Programmer** |
|  |  |  |  |
|  | **Previous Employment2:** |  |  |
|  | ➢ Organization | : | **Cognizant Technology Solutions,India** |
|  | ➢ Duration | : | 10/6/2010 – 30/09/2013 |
|  | ➢ Designation | : | **Programmer Analyst** |



**Project Accomplishments:**

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| ☑ Project | **Tax amount reporting of Escrow loan contracted customers** |
| **Client** | **CoreLogic Global Services Pvt Ltd. ( U.S.A) formerly known as** |
|  | **first American corporation** |
|  |  |
| **Environment** | **DB2, COBOL, JCL ,File Manager,SharePoint,CICS** |
|  | **----Long time Project---------** |

**Job profile in Cognizant:**

* Analysis of the requirements and respective applications.
* Understand the tax payment system to various country’s.
* Impact Analysis and Coding.
* Also involved in coding and testing of enhancements requests.
* Adherence to quality process and procedures.
* Monitoring production jobs.
* Resolving of any ABEND’s. (SOC 4, SOC7, U4038, and S37 etc.)
* Interaction with Business Analysts for solving their queries**.**
* Attending business meetings with client and preparing minutes of meetings.
* New requirements from the clients as part of enhancement were also taken care and completed on time without any delay in the deployment



**Previous Employment3:**

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| --- | --- | --- |
| ➢ Organization | : | **Asian School of Business, Kerala, India** |
| ➢ Duration | : | 10/09/2007 - 17/09/2009 |
| ➢ Designation | : | **Admin & Admission Coordinator** |

**Job Profile in Asian School of Business**

* Coordinate with Professors for operational support activities of the unit; serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
* Coordinate with Admission head for the various operations involved in new admissions even marketing of the course
* Provide administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
* Database Management:-Keep track of Students details, Students Grade Sheet, Students attendance in excel and word and upload it in the website.
* Schedule and coordinate meetings, interviews, appointments, events and other similar activities for professors, which also includes travel and lodging arrangements.



**Personal Dossier:**

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| **Name** | **:** | **Noornisha** |
| **Gender** | **:** | **Female** |
| **Marital Status** | **:** | **Married** |
| **Present Address** | **:** | **Dubai** |
| **Languages Known** | **:** | **English Hindi, Urdu and Malayalam** |
| **Driving licence** | **:** | **Light weight motor driving license from India** |
| **Visa Status** | **:** | **Visit Visa** |
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**Declaration**

I here by declare that all particulars furnished in this application are true, complete and correct to the best of my knowledge.

**Date:** Yours Sincerely,

**Place:** Dubai **Noornisha**