



CONTACTS

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CAREER OBJECTIVE

Highly adaptable and Result oriented HR executive holding Master Business Administration degree. Capable of management activities, operations thereby enhancing business profitability. Proven track record in consistently and effectively delivering Strategic Human Resource Management, Administration, Operation & Accounting Services. Exhibits strong analytical and verbal communication skills.

EDUCATIONAL QUALIFICATION

- **Master of Business Administration (MBA)** University of Bolton - United Kingdom - 2017
- **Post Graduate Diploma in Business Management BTEC – Level 7**
The B school International (Approved by Pearson Edexcel) – United Kingdom - 2016
- **Advanced Diploma in Business Management – Level 6**
The B school International (Approved by ABE) – United Kingdom - 2015
- **Diploma in Business Management – Level 5**
The B school International (Approved by ABE) – United Kingdom - 2013

SHAJAHAN VELLARIKKATTIL

HR EXECUTIVE

PROFILE OVERVIEW

- Having core experience in **HR executive, Payroll & Employees Relationship** Profiles.
- Successfully completed **Master's degree (MBA)** from University of Bolton, UK.
- Holding Valid **UAE Driving License**.
- Good working knowledge in **UAE Labor Law**
- Excellent communication skill in **English, Malayalam, Hindi & Arabic(beginner)**
- Professional experience in **MS Office Suit, Tally & Peachtree**.
- Expert in **MS Excel, MS Word, MS Power Point, MS Outlook, Data Entry, Internet & e-mail applications**.

PROFESSIONAL EXPERIENCES

AL ZEENATH SUPERMARKET LLC

HR Executive

OCT 2018 – DEC 2020

UAQ, UAE

Duties & Responsibilities

- Job postings, Short Listing, Scheduling and Conducting telephonic or personal Interviews with candidates and getting preliminary information regarding salaries, availability, notice period, experience, etc.
- Preparing Offer letters, Contracts, Memorandum of Understanding & Agreements.
- Standardizing Joining formalities process of new employees (Welcome Circular, Introduction, Employee Code, ID cards, Payments and Timesheet).
- Develop, Revise & Maintain Company HR Policies & Procedure.
- Creation & maintenance of Employee Records (Database), updating day to day recruitment process.
- Handling Visa Processing, Payroll Management, Leave Computation and Performance Appraisal.
- Adding new joiners to Health Insurance, and cancelling of Health Insurance of leaving employees.
- Identifies, Investigates, and resolves discrepancies in Timesheet and Payroll records.
- Handling full & Final settlement process (Resignation/Visa Non-Renewal/Termination)
- Facilitating Employee interaction with different functional heads of the different departments.
- Preparing Emails, Business Letters, Internal Memos, and other Correspondence to facilitate communication and enhance business processes.
- Providing Administrative support for the managers.
- Handling all Utility bills and Keep track records of payments.
- Handling Office Stationery issuing and procure as per requirement.
- Evaluating the performance of staff and providing the necessary feedback.
- Conducting orientation, training and development programs for new hires.

CERTIFICATION

- **Certification in Logistics Management** (Confederation of Indian Industry) - India
- **Diploma in Financial Accounting** (CSOFT Technology Pvt. Ltd) - India

ACHIEVEMENTS

- Created an effective implementation of Strategic Human Resource Management in a company namely M Lounge.
- Managed to maintain a 3.8 GPA while working and studying full-time.

PERSONAL DETAILS

- DOB : 27/Dec/1992
- Civil Status : Married
- Nationality : Indian
- Visa Status : Visit Visa

DRIVING LICENSE

- Type : LMV
- DL issued by : Dubai, UAE
- DL Validity : 03-July-2021

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. References available upon request.



SIGIRIYA - HALE HR & Admin

Jan 2017 – Dec 2017
Manchester, UK

Duties & Responsibilities

- Short listing, co-ordination, scheduling & conducting interviews to get the best candidates in the required skills.
- Coordinating and preparing timesheets, leave notices and sick reports of staff.
- Answered incoming calls, processed requests and relayed messages to appropriate personnel.
- Managing monthly payments of the Manager and the company's utility bills.
- Responsible for preparing Quotations, Inquiries, LPO, and other correspondence, as well as keeping track of Payments and Petty Cash for daily needs in the office.
- Responsible for preparing Business Letters, Reports and Correspondence.
- Responded to Emails, Business letters, Internal Memos, and other correspondence to facilitate communication and enhance business processes.
- Tracks office supply Inventory and approves supply orders.
- Maintained fully functional company equipment and well-organized supplies to enhance team productivity.
- Taking Hotel bookings and coordination.
- Maintenance of proper Accounting records.
- Verifying and Accounting Invoices, Purchase Orders.
- Monitoring Expenses, all payments and company activities.

ESPERER BUSINESS CONSULTANCY

HR Executive (Part Time)

Aug 2014 – Aug 2016

Kerala, India

Duties & Responsibilities

- Monitoring recruitment process, including reviewing job descriptions, website advertising, selection of CV's attending interviews and selecting candidates.
- Manage all recruitment needs for the company.
- Update the internal database for the department.
- Ensure all the personal files are always kept up to date.
- Suggest improvement systems such as HR policies, work performance, employee engagement, compensation and benefits.
- Coordinating Interviews with the hiring managers and follow up on the Interview process status.
- Assist the mobilization of the new hires.
- Responsible for the complete joining formalities of new employee.
- Review salary process, sales incentive, bonus, awards and recognition.