

SHAFEEK TP BBA AND MBA



 shafeek.tp3ae@gmail.com

 +971 508706502

 +91 9745106176

IN VISITING VISA

SKILLS

- ❖ HUMAN RESOURCES ADMINISTRATION
- ❖ QUALITY MANAGEMENT
- ❖ PAYROLL, ACCOUNTING & FINANCE
- ❖ EMPLOYMENT PLANNING & BUDGETING
- ❖ ORGANISATIONAL BEHAVIOR & DEVELOPMENT
- ❖ EFFECTIVE COMMUNICATION

EDUCATION

M.B.A

(HEALTH CARE MANAGEMENT AND HR)
UNIVERSITY OF BANGLORE
BANGLORE, INDIA

B.B.A

(BACHELOR OF BUSINESS ADMINISTRATION)
UNIVERSITY OF CALICUT
KERALA, INDIA

H.S.E

GOVERNMENT OF KERALA

S.S.L.C

GOVERNMENT OF KERALA

PERSONAL PROFILE

Name : SHAFEEK TP
Age : 25
Sex : MALE
Marital Status : SINGLE
Religion : ISLAM
Nationality : INDIA
Language
Proficiency : ENGLISH
HINDI
MALAYALAM
Passport No : R1469385

ACHIVEMENTS

OVERALL SCORED "6" BAND IN 'IELTS'
(INTERNATIONAL ENGLISH LANGUAGE
TESTING SYSTEM)

PERSONAL SUMMARY

An effective and confident communicator who is also a self starter with the dedication and motivation required to succeed in a busy HR department .Possessing a in-depth knowledge of HR processes and procedures and a proven track record of providing support to HR advisors and senior managers .Easy going by nature and able to get along with both work colleagues and senior managers when providing comprehensive administrative support to day-to-day operations of human resources department. Presently ,looking to progress a career with HR industry by joining a exciting and ambitious company that rewards ability and hard wok

WORK EXPERIENCE

HR MANAGER CUM ACCOUNTANT

ARAFA INDUSTRIES PVT.LTD. (PATTAMBI ,KERALA)

(FROM 24-11-2019 TO 12 -12-2021)

DUTIES ;

- Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures.
- Preparing and issuing employment contracts to new employees.
- Making sure that all employee records are accurate and well maintained.
- Organizing induction ceremonies and training for new staff.
- Setting up and maintaining a employee's personnel files.
- Updating both manual and electronic personnel records when a employees personal details change.
- Involved in the performance review of staff.
- Finalizing paperwork for when a member of staff leaves employment.
- Researching a employees references and academic qualifications
- Assisting with the recruitment and selection process
- Attending exit interviews
- Involved in the disciplinary and grievance procedure.
- Sales Coordinating
- Verification and booking of Supplier's Invoices.
- Processing of supplier's payment.
- Follow-up and collection of account receivables.
- Reconciliation of supplier and customer's account.
- Bank reconciliation.
- Reporting to the management regarding the fund availability on daily basis.
- Generating the receivables and payables ageing report on daily basis ,and submitting to the Management.
- Ensuring the fund availability to meet the business requirement.
- Payroll preparation and disbursement of salary

I hereby declare that the above mentioned information is true to my knowledge.

Place : UAE

Date :08-02-2022

SHAFEEK TP