



YASAR ARAFATH

HR & ADMIN



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Abu Hail, Dubai-UAE



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LinkedIn: Yasar Arafath

I'm a HR Assistant with 10 Years of experience working in the Oil & Gas Industry, providing valuable expertise to grow businesses.

AREAS OF EXPERTISE

I've worked with various companies and have mastered human resource management and office administration.

SKILLS

- Proficient In Microsoft Office
- Graphic Design Certification from Govt of Kerala
- AutoCAD Certification From KCSM, Kerala

LANGUAGE

- ENGLISH
- ARABIC
- HINDI
- MALAYALAM
- TAMIL

PROFESSIONAL EDUCATION

CALICUT UNIVERSITY

HIGHER SECONDARY (COMMERCE)

PROFESSIONAL HISTORY

HR & ADMIN PROFESSIONAL

UNIGAZ | MARCH 2011 - JANUARY 2022

- Proven work experience as an HR Administrator, HR Administrative Assistant or relevant role.
- Prepare HR documents, like employment contracts and new hire guides
- Update internal databases (e.g. record sick or maternity leave)
- Interview applicants about their experience, education and skills
- Resolve issues between management and employees
- Oversee recruitment and hiring process
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Thorough knowledge of labor laws
- Strong phone, email and in-person communication skills
- Revise company policies
- Liaise with external partners, like insurance vendors, and ensure legal compliance.

PERSONAL DETAILS :

NATIONALITY: INDIAN
MARITAL STATUS: MARRIED
DATE OF BIRTH: 26-09-1989

PASSPORT NUMBER:T8891761
DRIVING LICENSE: UAE
VISA STATUS: RESIDENCE