

S.S.MOHAMED SUFIYAN

C/o Mohamed Habeeb

Post Box: 34924,

Dubai, UAE

Mobile: +971 54-7685641

Email: sufiyan.mohamed2010@gmail.com

**Career Objective**

With an excellent professional track record of **5.5** years encompassing **Human Resource** functions in the **Facility Management & Real Estate sector** aspiring for a position which provides a scope to develop the professional skills.

Career Summary

- Energetic career development professional in Counselling and Student Personnel and career services and human resources.
- Ability to communicate with internal departments, individuals, and management to ensure the HR process goals are met.
- Enthusiastic professional with proven ability to design and deliver training to a variety of individuals on topics ranging from safety to computer programs.

Academic Profile**➤ M.B.A - Business Administration**

Madras University, Chennai, India

Duration: 2010 – 2012

➤ Bachelor of commerce

Muslim Arts College, Thiruvithancode, India

Duration: 2006 – 2009

➤ PG Diploma in E-Business Management

Professional Experience

HR EXECUTIVE, SBK REAL ESTATE

DUBAI

OCT2017-OCT 2021

Responsibilities

- Assist with day to day operations of the HR functions and duties
- Handling Joining formalities collect the required documents for Visa processing.
- Preparing Offer Letter, Experience Letter, Salary Certificates.
- Addition, Deletions and updating claims and keeping the track of timely addition of employee under the Group Medical Policy.
- Applying bank accounts for employees.
- Creation of email id and assigning login id in Bio metric system.
- Creation of login id in (HRIS) and introducing to existing employees.
- Calculation of annual leave, emergency leave, sick Leaves etc.
- Preparing employees Leave salary settlement & Full & Final Settlement
- Renew the company vehicles on time.

HR& ADMINISTRATIVE ASSISTANT, EMCO ,(ETA GROUP)

DUBAI

JUNE 2014- SEP 2016

Responsibilities

- Employee Annual Leave Maintenance & Record Keeping.
- Processing Cancellation & Conducting Exit Interview for all outgoing Employees.
- Responsible for deputing new staffs as per site requirements.
- All staffs Joining Formalities like Arranging Visa Medical, Accommodations, Employment Visa processing.
- Responsible to manage all Company Accommodations.
- Issuing Salary Certificate & Salary transfer Letters to Banks.
- Open new employee record file for new joiner.
- Monitoring Time & Attendance.
- Processing Monthly Payroll.
- Employee Leave Management.

- Check attendance report done before submission to the HR Head.
- Maintaining & approving the leave application of the workers.
- Involved in full and final settlements for the resigned & terminated employees.
- Coordinate air passage, airfare reimbursement, and medical benefits to HR Department for employees.

HR EXECUTIVE, ETA INFOTECH

CHENNAI

MAY2012- MAR 2014

Responsibilities

- Prepare and place all internal and external announcements for recruitment.
- Receive applications, record in HR Database and send acknowledgement to the candidates who have applied.
- Arrange interviews in accordance with panel member's availability.
- Prepare and send out successful and unsuccessful letters to candidates.
- Prepare all new contracts and employment package, follow up with interviewers on commencement formalities
- Assist with the arrangements for organizational training.

Personal Profile

Father's Name	:	P.M. Shahul Hameed
Date of birth	:	28 December 1988
Sex	:	Male
Nationality	:	Indian
Passport No	:	K6272249
Marital Status	:	Married
Visa Status	:	Visit Visa

I hereby declare that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Mohamed Sufiyan.S.S