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MOHAMMED IRSHAD V

HR Executive

CAREER OBJECTIVE

Accomplished, proactive, result-driven, HR professional dedicated to providing human resource operational leaderships. Proven success in improving company effectiveness, in providing high impact solutions, in building & retaining high-performing teams, establishing trust, and expertly administering benefits

EDUCATION

- MBA (HRM)
Central University of Jammu – 2020
- B.com
University of Calicut – 2017
- Higher Secondary School (12th)
GHSS Mankada - 2014
- High School Examination (10th)
THSS Vadakkanagara - 2012

SKILLS

- Payroll and Compliance
- Talent Acquisition
- Training and Development
- Grievance Handling
- Administrative Responsibilities
- Compensation and benefits
- Learning & Development
- Performance Management
- Succession Planning
- Safety and Health

WORK EXPERIENCE

1. POWER MAXMA ORIENT TECHNOLOGY FZCO. JAFZA, DUBAI

Administrative Assistant

- Prepare and submit monthly financial report
- Arrange employees monthly payroll
- Record purchase order and update monthly sales report
- Prepare invoice, packing list and co-ordinate with logistics
- Coordinate with branches
- Updating invoice, and prepare reports
- Coordinate regular inventory audit
- Keep update inventory records including daily shipment.

2. TEE PEE GROUP, MANJERI, INDIA**Sep 2020-Jun 2022****HR & Administrative Executive**

- **Preparing Letters** – Responsible for preparing provisional offer letters, Appointment letters, joining formalities, induction and on-boarding formalities for the new hires
- **Payroll and Compliance** – Handling all aspect of Payroll Process, from monitoring the attendance, coordinating with the respective persons, updating the Leave Management System, recording the data of Advances, preparing the pay slips and transfer the Salary to employees on time. And after the completing the payroll process, updating and organizing the mandatory files for statutory compliance on Soft and Physical Files.
- **Talent Acquisition** - Identifying and acquiring skilled & non skilled workers to meet the organisational needs, including developing, implementing and evaluating programs for sourcing, recruiting, hiring and orienting.
- **Onboarding, Exiting Formalities & Background Verification** - Ramping up newly hired employees and keeping proper tracker with maintaining database of new and resigned employees. Work on pre and post background verification process and initiate number of cases as background check.
- **Employee Induction & Orientation** - familiarize new hires with company policy and guidelines
- **Grievance Handling** - Handled various grievances related to salary, work culture, cleanliness etc.
- **Conducting exit interview**- Assisted in preparation of full & final settlement of employees on resignation/ termination
- **Administrative Responsibilities** – Provide Administrative support relating to the activities including preparation of contract, documenting and managing all transactions, perfuming due delligance on contract and business agereement

3. VKC POLYMERS PVT.LTD CALICUT, INDIA**JUNE 2019 - AUG 2019****HR INTERN**

- **Induction and Orientation** - Provide Induction and Orientation classes for new joinees.
- **Payroll Management** – Updating Leave Management System, Coordinating with HODs for the attendance.track and update hourelly employee leaves of absense
- **Administrative Responsibilities** – Assist HR executives with the hiring process including submitting job posting online and scheduling candidate interviews, Employee File Management, Providing Uniforms and updating. uniform tracker.

4. VAVA AGENCIES MALAPPURAM**Sep 2017 - Aug 2018****Branch Management and Accountant**

- Managing all accounting transactions and monthly closing.
- Maintaining record of daily attendance & leaves and update.
- Maintaining and keeping the record of the labours by soft and hard copies
- Managing daily operations of branch.
- Grievance Handling, Successfully established better communication system and resolved the conflict between employees and management.

TECHNICAL SKILLS	PERSONAL DETAILS
❖ MS Office ❖ (Word, Excel, Powerpoint) ❖ Database Products and HRIS ❖ Google Workspace ❖ Adobe photoshop & ❖ ERP Softwares	❖ Date of Birth: 04/12/1996 ❖ Languages: English, Malayalam, Arabic & Hindi ❖ Nationality: India, Kerala ❖ Marital Status: Unmarried