



ABDUL MALIK

Personal Details

Mobile No: +971-547375833

Father Name : Mydeen Pitchai
Date of Birth : 09-03-1991
Age : 30
Sex : Male
Nationality : Indian
Marital Status : Married

Languages

Tamil: ★ ★ ★ ★ ★

English: ★ ★ ★ ★ ★

Hindi: ★ ★ ★ ★

Malayalam ★ ★ ★ ★ ★

Skills

- ⊕ MS-Office & Tools
- ⊕ OPUS
- ⊕ Outlook
- ⊕ Communication Skill
- ⊕ Interpersonal Skill

Objective:

Aim to be an associate within a progressive organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

Work Experience

Company: DP WORLD Jebal Ali – Dubai

Position: HR Admin

From Dec 14 – Dec 17

- Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures.
- Making sure that all employee records are accurate and well maintained.
- Organising 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.
- Authorising and issuing pay-slips.
- Finalising paperwork for when a member of staff leaves employment.
- Researching a employees references and academic qualifications.
- Assisting with the recruitment and selection process.
- Checking all records to ensure they conform to the requirements of the data protection act.
- Reading all correspondence including inquiry letters, job applications and CVs that are sent in.
- Screening telephone calls for the senior recruitment managers.
- Writing job adverts and posting them on newspaper and online job boards.
- Managing a employees sickness records and paperwork.

Education

Post Graduate: 2011-2013

MBA- (Marketing)

Anna university, Chennai.

Under Graduate: 2008-2011

B.Sc.- (Computer science)

Jamal Mohammed College, Trichy.

Competencies

- ⊕ Ability to work with team.
- ⊕ Honest, Sincere with a high level of integrity.
- ⊕ Quick learning curve and able to work hard.
- ⊕ Ability to focus under pressure.
- ⊕ Good support in professional environment

Declaration

I hereby declared that all the statements made in the above application are true and correct to the best of my knowledge and belief. It would be my pleasure, if I were given a chance to work in our esteemed organization.

Date:

Yours Faithfully,
ABDUL MALIK