



MUHAMMED SAFVAN CH

HR and Admin Professional

My Contact

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- 🌐 **msafvanch**

Education Background

MBA - Master Of Business Administration

Financial & Marketing Management
Completed in 2018

SNES IMSAR College Calicut
University of Calicut

BBA - Bachelor Of Business Administration

Human Resource Management
Completed in 2016

DON BOSCO College Mukkom
University of Calicut

Hard Skill

- Research and Analysis
- Payroll management
- Data mining and analysis
- Financial management and analysis.
- Recruitment and Selection
- Talent and acquisitions planning.
- Employee redressal management

Soft Skill

- Team work and Leadership
- Observation and Time management
- Problem solving and Decision making
- Communication
- Multi-tasking

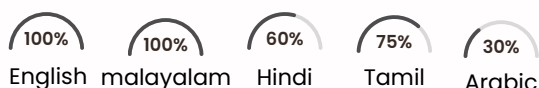
Technical Skill

- MS Office Suit
- lancet : ERP Oracle
- ESSL - PAYROLL
- TIGRIS - ERP & HRIS
- Tally ERP9, Prime
- Imtibish Group ERP

Personal Details

DOB: Jan 21, 1996
Nationality: Indian
Visa Status: Visit Visa
Visa Expiry: 28/05/2023

Languages



About Me

A Highly competent Admin and HR Management Professional with Master in Business Administration Management, looking for opportunities where I can fully utilize my theoretical as well as practical knowledge in Administration Management and Practices with experience in Production and construction, Healthcare and Hospitality industries.

Professional Experience

Admin and HR Coordinator

Lancet Glass Industries LLC - DIP 2, Dubai -UAE

2022 - Present

Key responsibilities:

- Support the development and implementation of HR initiatives and systems.
- Payroll management and WPS Process.
- Employee Visa Management and Processing.
- Recruitment Process by preparing job descriptions, posting ads and managing the hiring process. Create and implement effective onboarding plans
- Develop training and development programs and Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance

Admin Cum HR Executive

Tigris Valley Wellness Resort - Imtibish Healthcare Pvt.Ltd

2020 - 2022 Markaz Knowledge City, Calicut

Key responsibilities:

- Planning and designing employees benefit packages.
- Executing the employee's annual review procedures.
- Planning of recruitment, selection & place mentation programmes.
- Administering all the hiring processes of new employees.
- Supervising the day-to-day operations of the HR department.
- Payroll Management and analysis.
- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Developing and conducting employee recognition programmes.
- Create and update records and databases with personnel, financial and other data's..

Admin Cum Marketing Executive

Cutis International Cosmetic Clinics Pvt.Ltd

2018 - 2020 Calicut -India

Key responsibilities:

- Overseeing and developing marketing campaigns.
- Conducting research and analysing data to identify and define audiences and promotional activities.
- Devising and presenting ideas and strategies.
- Compiling and reporting financial and statistical information
- Maintaining websites and looking at data analytics.
- Organising events, product exhibitions and monitoring performance.
- Coordinating internal marketing and an organisation's culture.