

Afzal Mazdeen



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HR Generalist

Analytical Thinking

Innovative

HR Catalyst

Human Resources Generalist and HR coordinator with 1+ years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

Experience

FEB 2022 – MARCH 2022

HR Assistant / Al Pheniq Trading LLC, Ras Al Khaimah (Employee Strength ~ 500)

- Maintain employee records in HR System – RealSoft ERP.
- Backend operations such as Visa Documentation, Document Filing, Passport handling,
- Attendance Management and reporting.
- Management of accommodation trackers of various labor camps and staff accommodation.
- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions.

JAN 2021 – DEC 2021

Human Resources Generalist / ZAZA Trading, Thrissur, Kerala

- Complete management of employee lifecycle from hire to retire.
- Preparation and payment of monthly payroll files.
- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions.
- Preparation of training calendar and programs.

OCT 2020 – JAN 2021

Training Associate Consultant / Laureate Global LLC, Bangalore, India

- Assisted and coordinated training programs for CEOs and CXOs of big corporate clients.
- Gamification of staff induction programs.
- Preparation of training contents and brochures.
- Assist various client partners in achieving operational efficiency in HR processes.
- Handle employee engagement programs.

JUN 2020 – AUG 2020

Human Resources Generalist Intern / Blitz Jobs

- Trained on complete employee recruitment cycle.

JUL 2019 – AUG 2019

Human Resources Intern / Kerala Feeds Limited (Government of Kerala Entity)

- Conducted employee engagement survey.

Education

AUG 2018 - SEP 2020

Master of Business Administration – Human Resources / Bengaluru North University, India
Krupanidhi School of Management, Bengaluru – CGPA 6.38 (First Class)

JUN 2015 - APR 2018

Bachelor of Commerce / Calicut University, India
Christ College, Thrissur, Kerala

Core Competencies

Recruitment • Employee Onboarding • Training • Leave and Attendance • Employee Off boarding

Skills

Microsoft Excel • Microsoft PowerPoint • Microsoft Word • Oracle HRMS (basic administration) •
Photoshop • Adobe Illustrator • RealSoft ERP

Training and Certifications

Lean Six Sigma Green Belt Certification • Excel Crash Course • Google – Fundamentals of Digital
Marketing

Languages

English • Arabic (reading and writing) • Hindi • Malayalam (mother tongue) • Tamil

Activities

Travel • Photography • Sports