



Athira S R

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3 year Experience in HR Executive /Recruiter/ Admin, Looking for Related Jobs...

JOB OBJECTIVES

To become a part of the organization where I can apply my Knowledge enhances my skill and be able to contribute growth and success of the organization. **Three plus** years of experience in diversified fields of **HR, Recruiter, Admin**, with leading companies in UAE and India. Now looking for a suitable position with a company which offers genuine opportunity for progression and where I can make a significant contribution.



PROFILE SYNOPSIS

- Around **3 years** of extensive and hardcore experience in Human Resource Management Experience in Information system and Health care industries.
- Experience in Workforce Talent Management & Talent Development, Performance Management, Training and Development, Employee Life Cycle Management, Employee Engagement, HR Analytics, Employee Relation& Employee Emigration and Visa etc.
- Efficient in establishing good relationship among employees, resolving their queries and following up with them to ensure maximum employee satisfaction.
- A keen communicator with the ability to relate to people across all hierarchical levels in the organization.

ACADEMIC CREDENTIAL



- ❖ **Master of Business Administration (MBA) in HR** from TKM institute of Management, Kerala University, Kerala. India.
- ❖ **Bachelor of Business Administration (BBA)** from Amrita School of Arts and Science, Mysore

CORE COMPETENCIES

- | | |
|-----------------------------------|--|
| • Recruitment & Training. | • Remuneration, Reward and Recognition |
| • Workforce Planning & Budgeting | • Performance Management |
| • Induction & Orientation | • Talent Management & Development |
| • Employee Life Cycle Management | • Training & Development |
| • Implementation of HR Strategies | • Employee Engagement & Relations |
| • HR Policies & Procedures | • Personnel Administration |

- ❖ Since November 2018 to November 2019 with Dream Communication information system LLC, (50- 100 no's Employees) , Abu Dhabi, UAE as **HR Consultant**
Reporting to: CEO

Job Responsibilities:-

- Using social media to advertise positions attract candidates and build relationships with clients.
- Interviewing and assessing prospective applicants and matching them with vacancies at client companies.
- Verifying and approving the registration of client companies and their job postings.
- Screening candidates and drawing up shortlists of candidates for clients to interview.
- Helping applicants to prepare for the interviews.
- Advertising vacancies by drafting and placing adverts in a range of media, such as newspapers, websites and magazines.
- Following up with clients to build and develop positive relationship with them.
- HR Communication
- Document Management & Inventory Management
- HR Analytics.

- ❖ Since July 2016 to August 2018 with Travancore Medical college and hospital, (500- 1000 no's Employees) Kerala, as **HR Executive**

Reporting to: HR Manager

Job Responsibilities:-

- Responsible for Recruitment, Selection & short listing the candidates. Sourcing the possible candidates via the sourcing procedures like job portals, walk-ins, employees' references, followed by short listing of candidates.
- Conducting preliminary round of HR Interview to evaluate communication, interacting with the candidates, giving them a brief about the position and checking their position fitment and scheduling them for further round of Interviews.
- Taking Induction Session for the Executive & Middle level entrants in the Organization, Ensured induction of all employees as per the defined process.
- Manage business letters related to employee's offer & appointment letter, service agreement, background verification, allowances, request for evidence, transfer related documentation etc. and providing required information
- F&F Settlements of left employees complete the same within 5 working days from the date of Hand over and clearance, preparation of experience & relieving letters, exit interviews etc.
- Identification of training needs of staff at all levels through prescribed methods and to cover everyone in the department under a structured training plan.
- Ensure every employee undergoes a structured induction program.
- To organize skill training as well as behavioral training staff at all levels based on the gaps identified from competency mapping.

- To ensure proper understanding of the job of each staff and design checklist as per the job description and coordinate trainer-trainee meets with concerned staff at HRD.
- To conduct Trainer trainee meets periodically for the newly joined staff across all work areas.
- Timely issuing certificates such as (experience certificate, still working certificate, Reference letter, good standing certificate, salary certificate etc). Disciplinary letters like (show cause notice, unauthorized letter etc) given based on the enquiry conducted with HR Manager and concern dept head.
- Verify Time & Leave Management for timely and ensure accurate processing of the Monthly Payroll according to the schedule, Generating Pay slips and forwarding them to employees.
- Manage regular preparation of relevant MIS reports, including weekly, monthly, quarterly and year-end reports.
- Manage employee queries with regard to their deductions, settlements and supporting their requirements.

PERSONAL ATTRIBUTES

- ✚ Knowledge of UAE Labor Law & Emigration
- ✚ Making decisions and then taking appropriate actions to implement them.
- ✚ knowledge of diversity issues and policies.
- ✚ Producing documents to a very high standard.
- ✚ Accurately inputting data into various HR databases.

COMPUTER PROFICIENCY

Very comfortable in totally computerized organization, good understanding of Internet trend & Development.

Computer applications : Ms Office & Excel, Outlook. Qualified in Tally ERP 9.



PERMANENT CONTACT DETAILS

Nationality	: Indian
Date of birth	: 05/11/1992
Passport No	: J9142644
Visa Status	: Residence Visa (Husband)
Languages Known	: English, Malayalam, Hindi & Tamil

DECLARATION

I do hereby declare that the above details are true the best of my knowledge and belief that I am in possession of the document of proof of the claim made in the CV.

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For more information please don't hesitate to contact me.

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