

# SHINAS RAHMAN

## HR Executive

4+ years organized HR professional with teamwork and collaboration skills. Possess extensive experience in managing personnel records, preparing HR documents, liaising with external partners, and handling all HR-related issues. Interested in the HR Executive position in a good firm to support goal actualization.



✉ shinasrahman007@gmail.com

☎ 0562883855

📍 Abu Dhabi, United Arab Emirates

## WORK EXPERIENCE

### HR Executive

#### Alas Emirates Readymix

01/2018 - Present

Abu Dhabi

The Bin Fadel Holding embarked on a journey of success in 1996 through the establishment of the Bin Fadel Ready Mix Company, which has become a leading company in the domain of ready mix concrete in the UAE. Another success story was born in 2008 when the Bin Fadel Holding introduced ALAS as a highly advanced Austrian ready-mix brand which was formed in 1959. Another success story was born in 2008 when the Bin Fadel Holding introduced ALAS as a highly advanced Austrian ready-mix brand which was formed in 1959.

#### Responsibilities

- Preparing new employee files and maintain filing checklist.
- Coordinating all matter of work permits, visas and cancellation with the PRO.
- Make administrative arrangements for new joiners including desks, network phones, business and access cards and other stationary equipment's as per eligibility.
- Scheduling meeting, Interviews, job postings(naukrigulf) including liaising with relevant line manager.
- Sourcing profiles and preparing interview slots, joining letter, employee review form, memos, termination letter and warning letter.
- Supporting PRO in preparing the payroll.
- Answering to incoming calls and mails.
- Recording employee compensation and benefits entitlements in the employee payroll data.
- Tracking overtime, leave and attendance of all employees.

### HR Assistant

#### PeopleLogic Business Solutions

07/2016 - 08/2017

Bangalore, India

Peoplelogic Business Solutions Private Limited is a Private incorporated on 02 July 2012. It is classified as Non-govt company and is registered at Registrar of Companies, Bangalore. It is involved in Legal, accounting, book-keeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy.

#### Responsibilities

- Handling pan india requirements.
- End to end recruiting.
- Sourcing profiles by using platforms like Naukri and Monster.
- Bulk mailing, job posting and mass recruitment.
- Involved in campus placement, internal and external recruitment.
- Payroll handling.
- Leave and absent management.

## BASIC & IT SKILLS

Recruiting

Business Acumen

Legal Competency

Staffing

Payroll

Excel and Word

Hirecraft 4.0

ERP

Martek System

Location Soltions

## EDUCATION

Master of Business Administration(MBA), HRM and Finance (06/2014 - 05/2016)

Rajiv Gandhi College of Engineering and Technology , Pondicherry , India.

Bachelor of Business Management (BBM) (06/2011 - 04/2014)

Kannur University, Kerala, India

## CERTIFICATION

Principles of Human Resource Management(PHRM) (01/2016 - 04/2016)

IIT, Mumbai, India

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Tamil

Limited Working Proficiency

Malayalam

Native or Bilingual Proficiency

## ABOUT ME

Date of Birth: 10/06/1993

Nationality: Indian

Passport no: P1012291

Passport Expiry : 03-07-2026

Marital Status: Single