



**U.A.E**

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# RAHUL KP

More than 3 years of experience in the field of HRM and Administration. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

**Positions applied: HR Coordinator/HR  
Executive/ Logistics Executive.**

## EDUCATION

- ❖ **PG Diploma - Logistics and Supply Chain Management, 2017**
- ❖ **B com (Co-operation) Kannur University, 2016**

## SOFTWARE SKILLS

- MS Word
- MS PowerPoint
- Advance excel
- Outlook
- Google Spreadsheets
- Facebook, Instagram

## PROFESSIONAL SKILLS

- Problem Solving
- Adaptability
- Active Learning
- Time Management
- Critical Thinking
- Handling Pressure
- Effective communication
- Prioritizing
- Attention to detail

## WORK EXPERIENCE

- ❖ **Safari Group of Companies, Doha, Qatar**  
**HR and Administrative Executive**  
**(Mar 2018 – Aug 2021)**

### Duties & Responsibilities: -

- ☐ Forming and maintaining employee records.
- ☐ Organize a filing system for important and confidential company documents.
- ☐ Provide general HR administrative assistance in the region and in providing an office-based link between the operations and HR function.
- ☐ Support the HR Manager in providing a comprehensive HR service to employees and line managers.
- ☐ Researches & handles employee inquiries regarding policies, benefits, process, etc.
- ☐ End to end responsibility for administering all payroll related data.
- ☐ Coordinate Seasonal Programs, Icon Awards, Long Service Awards and Sensational Sellers.
- ☐ Coordinate with PRO for Health Medical renewal of new employees and VISA processing.
- ☐ Arrange Health Medical Appointments for the employees. (Complete Process).
- ☐ Consider the medium term as well as immediate short-term impact of outcomes and actions.
- ☐ Preparation and submission of weekly & monthly report.

## CERTIFICATIONS

- Confederation of Indian Industry (2016).
- Falcon Infrastructure Ltd (Two months' internship programmed 2017).

## LANGUAGES KNOWN

English: Professional Fluency  
Hindi: Professional Fluency  
Malayalam: Mother Tongue

## PERSONAL DETAILS

Date of Birth : 20<sup>th</sup> Sep 1995  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Passport No : P 1502825  
**Visa Status : Visit Visa**

## DECLARATION

I hereby declare that the above given information are correct to my best of knowledge and belief.

**RAHUL KP**