

JITHIN THOMAS

HR Professional

PROFILE

HR & Admin Professional with extensive experience in a full spectrum of HR management as HR Officer. I have a proven 7+ years' experience in HR & Admin profession. I'm able to juggle multiple priorities and meet tight deadlines. My strengths include a system approach to management planning and organization, and a team player attitude towards achieving objectives. Career committed with strong emphasis on accountability and professional excellence.

EXPERIENCE

Delight Investment Group (Abudhabi-UAE) as HR Officer

(Since November 2019)

- Complete Payroll Processing as per WPS
- Preparation of Final Settlement & Gratuity (EOSB)
- VISA/ Labour cards processing, arranging for employee's medical test, VISA cancellations, terminations, etc. in liaison with the PRO
- Ensuring smooth on-boarding process including regular follow-up with selected candidates.
- Employee Engagements
- Staff Planning & Performance Management
- Employee Leave Schedule Handling.
- Issuance of HR Letters such as Offer Letter, Salary Certificate, Experience Certificate, Bank Letters, Warning Letter, Etc.,

Al Mariah United Group (Abudhabi, UAE) as HR Executive

(March 2018 - November 2019)

- Scheduling Interviews and short listing the candidates as per the request.
- Verification of In and Out Time of employees on Daily basis for monthly Salary Work.
- Payroll Processing
- Preparing the bank statements for salary transfers in coordination with finance department for timely disbursement of salaries.



CONTACT



+971 581281183



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Dubai, UAE

EXPERTISE

- Recruitment
- Induction
- Payroll
- VISA Processing
- General Administration
- Final Settlement
- Petty Cash
- Muster roll Handling
- Employee engagements
- Compensation & Benefits
- Training & Development
- HR Software

EDUCATION

- MBA
- B. Com

IT SKILLS

- MS Office
- FOCUS ERP
- Argus Suite
- HR Exenta software
- Adobe Photoshop
- Tally ERP
- Quick Books

LANGUAGE

English

Read, Write & speak fluently

Malayalam

Native speaker

Hindi

Read, Write & speak fluently

Tamil

Speak fluently

PERSONAL DETAILS

Date of Birth : 24-07-1990

Sex : Male

Marital Status : Married

Nationality : Indian

Passport No : U2752677

- Arranging Induction program and data collection of new employees.
- VISA/ Labour cards processing, arranging for employee's medical test, VISA cancellations, terminations, etc. in liaison with the PRO
- Preparation of Final Settlement & Gratuity (EOSB)
- Conflict Resolution – Undertaking disciplinary actions by issuing Warning Letters.
- Maintaining company loan register – issuing of salary advance and loans after approvals from the authority and deducting the same from succeeding salary.
- Employee file/ Passport handle – maintenance and updating personnel files from joining date with all information, certificates, etc. holding/ release of passports with approvals.
- Preparing and issuing Salary Certificates, Transfer letters, Termination letters & Promotion letters.
- Ensuring smooth on-boarding process including regular follow-up with selected candidates.
- Coordination with Administration department for arranging the accommodations, hotels, Airport pickup & other helping services.
- Arranging annual leaves, vacation planning, Gratuity, Bonus calculation and Air Ticket bookings.
- Proper updating of leave status with listing of out of country, abscond, etc.
- Involve in the performance review of staff.
- Introducing the terms of employment & company policies to the new joiners.
- Preparing leave schedules and arranging leaves as per the report from each department.
- Registering site accidents/ incidents and reporting to the Insurance company and follow up for claims.

Geeyem Motors Pvt. Ltd (Chevrolet), India as Senior HR Executive

(August 2014 –February 2018)

- Recruitment
- Induction
- Training & Development
- Muster roll management
- Payroll
- Employee Welfare
- Conducted Employee activities
- Assisted HR Manager on Presentations for HR Annual meet.

SOCIAL

LinkedIn



Facebook

facebook.com/jithindm

Twitter

twitter.com/jithindm

Instagram

instagram.com/jithinthomas90

HOBBIES



- Manpower management
- Assist on Performance appraisal & Increment
- Implemented HR Systems & policies
- Maintained Employee relations
- MIS Report
- Trained computerized leave management to employees.
- Employee final settlement.

Manapuram Riti Jewelry, Kerala, India as Accounts Assistant

(June 2011 –June 2012)

- Functioned as Accounts Assistant
- Handled petty cash & Bank deposit
- Daily entry posting
- Attendance management

ACADEMIA

- **Master of Business Administration (MBA)**
(Specialized in Human Resource Management) – **2012- 2014**
- **Bachelor of Commerce (B. Com)** – **2008- 2011**

BEYOND CURRICULUM

- ❖ Participated in Inter College Fest for Vega at SH College, Cochin
- ❖ 1st place for Activity of Product Presentation
- ❖ 1st for Activity of Waste Management
- ❖ 2nd for Activity of Explore the Business World

I hereby declare that the above information is true to the best of my knowledge.

Sincerely,

JITHIN THOMAS