

## RAMJITH RAMACHANDRAN

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Address: Ajman

Seeking a senior level assignment in Human Resources

### PROFESSIONAL SUMMARY

- A Human Resources Professional with more than 6 years of experience.
- Human Resources Officer with Gulf Craft INC LLC, Ajman, United Arab Emirates.

### PROFESSIONAL & IT SKILLS

- |                               |                             |                          |
|-------------------------------|-----------------------------|--------------------------|
| • HR Policy & Procedures      | Onboarding & Off boarding   | Grievance Management     |
| • Performance Appraisal       | Exit Interview              | HRIS                     |
| • Recruitment & Selection     | Leave Management            | MS Office                |
| • Employee Engagement         | Organization Chart          | Time Attendance Software |
| • Labor Law                   | Travel Management           |                          |
| • U.A.E Visa & Labor contract | Time Attendance Management. |                          |

### PROFESSIONAL QUALIFICATION

MBA – Human Resources Management & Operations Management.  
Kerala University with First class

### ORGANIZATIONAL EXPERIENCE

*Gulf Craft INC LLC, Ajman, United Arab Emirates*

*Position: Human Resources Officer*

*April 2015 to June 2020*

#### Responsibilities:-

- Preparing various HR letters and NOC's.
- Statutory Compliance.
- Employee welfare and employee engagement activities.
- Handled the operational and HR admin activities like new joining formalities, employee induction, employee relations by solving employee queries, handling employee request.
- Providing necessary input for payroll processing.
- Probation Management.
- Responsible for grievance handling.
- Searching the right candidates through various sources.
- Responsible for exit Interview of the employees
- Responsible for database maintenance of HR department (HRIS)
- Performance Appraisal
- Time Attendance Management using Time attendance software.
- Making reports as per management needs and requirements.
- Reporting directly to the HR Manager and submitting periodic review and updates regarding Human Resources activities.
- Travel Management for business travels.
- Updating & maintenance of Organization chart using Smart Draw.

## PREVIOUS EXPERIENCE

*The Gateway Hotel by Taj*

*Position: Human Resources  
Executive*

*September 2013 to January 2015*

### Responsibilities:-

- Handled the operational and HR admin activities like new joining formalities, employee induction, employee relations by solving employee queries, handling employee
- Assist in calculating monthly salary of the employees( Payroll management)
- Assist the Senior HR Executive for grievance handling.
- Responsible for database maintenance of HR department
- HRMS updating.
- Statutory compliances
- Performance appraisal
- Employee leaves card updating.
- Co-ordination for recruitment and preparing offer letters.

## PERSONNEL DETAILS

Date of Birth: 15<sup>th</sup> April, 1989  
Languages Known: English, Hindi, Tamil and Malayalam  
Nationality: Indian  
Marital Status: Single

## REFERENCE

Upon request