
 bijithababy9@gmail.com


 056-3377469

 Spouse Visa

 American

 09 Sept 1987

 Married

 Abu Dhabi, U.A.E.

### CORE COMPETENCIES

- Proficient in Microsoft Office, Advanced Excel, Peachtree, ERP and ERP in Oracle
- Trained in Esri ArcGIS 10.1
- Well aware of UAE Labor laws
- Analytical
- Problem-solving
- Maintain confidentiality
- Creatively organized
- Interpersonal skills

## Bijitha Baby

Certified in Human Resource Management (CHRM and CHRP)

Detail-oriented professional with a combined 9 years of HR, administrative and operational experience in both U.A.E. and U.S.A., looking to secure an effective position in your esteemed organization.

### WORK EXPERIENCE

**Senior Officer, Human Resources, Mar '19 - May'20**  
**Holistic Medical Centre- S.P. L.L.C.**

- ✓ Assigned to restructure Human Resource Department.
- ✓ Confirming attendance to Finance Department for payroll reconciliation.
- ✓ Managing the recruitment, onboarding and exit process.
- ✓ Communicating the updates from management to employees and vice-versa.
- ✓ Maintaining proper records of staff.
- ✓ Encouraging in training and development of staff.
- ✓ Completing absence/emergency coverage for Operations Manager, Senior Officer, Coordination and PRO officer whenever requested by:
  - Attending client queries regarding medical fitness certificate.
  - Dispatching medical fitness certificates to clients.
  - Uploading certificates in SEATS portal for ADNOC medical.

**Senior Officer, Admin and Operations, Feb '18 - '19**  
**Holistic Medical Centre- Sole Proprietorship L.L.C.**

- ✓ Manage relationships and resolve any concern with key occupational medical clients serving Oil & Gas industries.
- ✓ Implement quality and customer-service standards.
- ✓ Recommend strategic plans and reviews for management and implementing them.
- ✓ Ensure efficient process workflow.
- ✓ Review, approve and submit all operational invoices for payment.

- Time management
- Conflict management
- Adaptability
- Self-motivated
- Efficient team member & leader
- Driven for excellence
- Compiling details and Uploading  
Certificates in Oracle for  
ADNOC Offshore optima card

## EDUCATION

- Arabic Proficiency Certificate,  
Grade A, O.H. Rahman's  
Academy (Mar'21)
- Arabic language, the  
comprehensive course- learn  
Modern, Udemey (Feb '21)
- Social Media Marketing, Module  
1, Shaw Academy ( Nov' 20)
- Cert Prep: Project Management  
Professional (PMP) LinkedIn  
(Oct'20)
- Make the Move from Individual  
Contributor to Manager  
LinkedIn (Oct'20)
- Ratatype English Typing Silver  
Certificate-46wpm (Oct'20)
- Institute of Leadership &  
Management, London Certified  
Human Resource

## **Office Administrator, Aug '15 - Dec'17**

### **ADNOC Headquarters, Offshore Medical and ADNOC, Occupational Health/ Medicine Dept.**

- ✓ Compiling monthly nursing reports for Offshore ADNOC Drilling (AD) clinics and submitting them to Quality Risk Management (QRM) personnel.
- ✓ Coordinating with employees and representatives in initiating, entering details and collection of ADNOC Offshore Optima Card via Oracle in timely manner.
- ✓ Gathering GIS (latitude and longitude) locations from AD clinics for GIS mapping. Also, created Offshore Esri GIS Map for a month.

➤ Completing absence/emergency coverage for Onshore Medical Office Administrator whenever requested by:

- ✓ Compiling Onshore Patient Statistics monthly for Quality Department.
- ✓ Initiating in dispatching Leave Application and medical records.
- ✓ Gathering data for Monthly Task Force Meeting and related Minutes of Meeting.

➤ Completing absence/emergency coverage for Emergency Preparedness Office Administrator and Occupational Medicine Administrators whenever requested, including

- ✓ Compiling Occupational Patient Statistics Dashboard daily for Quality Department.
- ✓ Initiating Occupational Fitness Walk-in and Appointments.
- ✓ Dispatching completed or pending Pre-employment and/or Periodic Medical Examination files to concerned departments.
- ✓ Compiling the back charge and forwarding them to Accounts Department monthly.

## **Accounts & Claims Officer, Oct'13 - Aug'15**

### **Healthcare Infrastructure Solutions (HCIS) DMCC, Dubai**

- ✓ Executing basic bookkeeping tasks.
- ✓ Assisting in batch creation for medical billing services.
- ✓ Reviewing statement of accounts and physical batch of medical claims.

Professional (Oct'18)

- Certified Human Resource Manager (Sept '18)
- Certified Human Resource Professional (Aug '18).
- Body Language for Leaders LinkedIn (Dec '17)
- Communication Foundations LinkedIn (Dec'17)
- Humor in the Workplace LinkedIn (Dec'17)
- Bachelor of Science in Accounting Jan' 08-May' 12  
Palm Beach Atlantic University,  
West Palm Beach, Florida.  
U.S.A.

## LANGUAGES

English	●	●	●	●	●
Malayalam	●	●	●	●	●
Arabic	●	●	●		
Tagalog	●	●	●		
Hindi	●	●	●		

## HOBBIES

- Researching ideas
- Building networks

- ✓ Generating rigorous reports for the processing team in expediting unique invoices to be uploaded/sent for payment to respective insurance company and/or third-party administrator via Dubai Health (Authority's) Post Office, DHPO.

**Secretary of Workshop  
(Workshop/Volunteering Office), Aug'12 - May '13  
Palm Beach Atlantic University, West Palm Beach,  
Florida, U.S.A.**

- ✓ Performing basic bookkeeping tasks in the Jenzabar program.
- ✓ Entering volunteering data into student accounts through an online Workshop Portal Database.
- ✓ Collaborating with coordinator and student leadership team captain in developing, delegating and coaching student workers to exceed their potentials.
- ✓ Promoting and assisting departmental activities
- ✓ Influencing and supervising the whole office to work as an efficient team during departmental head transitions.

## REFERENCES

Available upon request.