



MITHUN RAJ.V

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Dubai, United Arab Emirates

PROFESSIONAL SUMMARY

Multi-faceted, efficient, and reliable HR professional with more than 7 years of experience in fashion retail, FMCG, health insurance, construction, oil and gas, information technology and services industry. Handled HR and administration for UAE and other Infosys subsidiary's locations.

- Expertise in Recruiting, sourcing, Head hunting, Team management, Reporting, campus recruitment, overseas recruitment, offer letter generation, UAE labor law, background verification, visa processing, Health insurance, Vehicle insurance, vendor management, hiring Blue-collar / white-collar (include technical/non-technical) candidates and HR operations.
- Well versed with modern HR systems and experienced in planning human resource requirements, initiating development.
- Policies/HR policies for manpower planning and performance management.
- Induction, orientation and development of new employees in the organization through career and succession planning.
- Organizing campus placements for all types of institutes in India.
- Passionate about the application of Human resource management policies and programs to transform businesses and human life for the better journey.
- Expertise in SAP Tool, Odoo, MS Excel, MS Word, MS Power point, MS Outlook, Tally and Peach Tree. Keen interest in working for established national/ multinational corporate/ companies.

Proficient in E-services, and other digital media applications. Diversified skill set covering administrative support, client relations, and document control. Excellent interpersonal, phone, and digital communication skills.

SKILLS

- Fast learner
- Deadline-driven
- Excellent time management
- Technical Writing
- Technical reporting
- Good working skills in eservices system
- Proficiency in various office management-based software's

WORK HISTORY

HR AND ADMIN. OFFICER
Multiline Technical Co.
Abu Dhabi, United Arab Emirates.

07/07/2021 to 12/07/2022
(1 year contract)

Key Responsibilities:

- Handling recruitment (group in-charge), conducting interview and whole hiring process.
- Handling overseas recruitment.
- Offer letter generation and preparation of joining list.
- Completing joining Formalities, document verification and Issuing offer letters for selected candidates.
- Conducting employee internal training session and induction.
- Preparing daily, weekly and monthly based recruitment reports and audit reports to the management.
- Employee database management.
- Handling HR and operations team, client coordination and business development.
- Leave and attendance management.
- Payroll management.
- Processing of new/renewal/cancellation of visa, health insurance, workmen compensation, vehicle insurance, EID,CNIA for present or new employees.
- Accommodation management.
- Handling employee exit formalities.
- Preparing memo's, salary certificate, experience letter, warning letter, termination letter etc.
- Handling employee grievance.
- Conducting reward and recognition programs.
- Preparation of HR policies, employee handbook, Performance matrix and office policies.

HR AND ADMIN OFFICER
MAAJ Holding (DAEMAAR Group)
Abu Dhabi, United Arab Emirates

17/12/2019 TO 30/06/2021

Key Responsibilities:

- Responsible for End - to - End recruitment (group in-charge) for Fashion Retail, FMCG and Construction.
(Sourcing, HR Screening, liaising with ops panelists for interview, offer negotiation, fitment, Initiating Background Verification and onboarding)
- Handling overseas recruitment.
- Offer letter generation and induction.
- Coordinating on developing HR policies and office policies.
- Payroll management (preparation and closing).
- Leave and attendance management.
- Processing of new /renewal visa, Emirates ID, insurance for present or new employees.
- Employee database management.
- Handling employee queries on HR related issues for all the stores/branches.

PROCESS SPECIALIST / HR SPECIALIST

27/03/2017 TO 09/07/2019

Infosys BPM Ltd.

Bangalore, Karnataka, India

Key Responsibilities:

- Handled 30 members of HR operations team.
- Handling end to end recruitment, conducting interview and whole hiring process.
- Offer letter generation and preparation of joining list.
- Conduct employee orientation and facilitate newcomers joining formalities.
- Completing joining Formalities, document verification and Issuing offer letters for selected candidates.
- Working on daily, weekly and monthly based reports which track everyday volumes, client reports, audit reports and rejection reports to the client.
- Salary generation with Compensation management and holiday management.
- Preparation of salary statement, calculating the salary for all the employees.
- Handling payroll system of the company, Maintenance of employee database record using SAP tool, maintain and monitor attendance to ensure employee punctuality.
- Prepare & process timely distribution of Salary, increment Salary letters, promotion or progression, leave encashment and full & final settlements.
- Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with management.
- Engage with employees on a regular basis to understand the motivation levels of people in the organization.
- Community initiatives programs – organizing & participation, Employee orientation, training, Policy development, documentation and Employee relations.
- Motivating employees to carry out their duties of a timely and accurate basis.
- Co- ordinate with Auditors.

HR EXECUTIVE
Hinduja Global Solutions
Bangalore, Karnataka, India

05/2014 TO 02/2017

Key Responsibilities:

- Sourcing, screening and short listing the resumes based on the job requirement through various job portals and performing phone interviews.
- Offer letter generation.
- Recruitment coordination.
- Handling employee joining formalities.

EDUCATION

M.B.A Visvesvaraya Technological University- Bangalore, Karnataka, India **2013**
B. com Kannur University- Kannur, Kerala, India **2011**
Plus Two Kerala Higher Secondary Board- Kannur, Kerala, India **2008**
S.S.L.C Kerala State Board-Kannur, Kerala, India **2006**

Trainings and Internships:

- Internship Training on '**THE FINANCIAL PERFORMANCE**' conducted in **WESTERN INDIA PLYWOOD Ltd.**, Kannur, Kerala, India.

Seminar's/Workshop's:

- Participated in a **National Level management fest** held on 26th April 2013 at AMC Engineering College Bangalore.

Achievements & Certificates:

- Certificate for meeting 100% client quality.
- Certificate for exceeding or meeting the actual productivity.
- Achieved best performer award.

PERSONAL DETAILS

Date of Birth : 13-10-1990
Sex : Male
Marital Status : Single
Nationality : Indian
Passport No : M5335676
Visa status : Employment visa (**Ready to join immediately**)
Languages Known : English,Hindi,Tamil,Kannada and Malayalam(Mother tongue)

REFERENCE

Can be provided up on request