



Sini Mohamed Illias

HR Executive

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Valid UAE DRIVING LICENSE 📄

Motivated, results-driven & experienced HR Executive with over 8 years of extensive and diversified experience. Flexible and versatile thrives on rapidly changing situations & deadline-driven environments, and always remains open to new challenges. Acquired highly developed sets of skills with a proven ability to manage personnel and programs, improve processes, and accomplish objectives regardless of budget cuts and time constraints. Recognized and respected for meticulously decisive processes and operational development prowess that leads to sustained organizational growth. Exceptional communicator, skilled at developing highly productive relationships with vendors, clients/customers, and stakeholders. Demonstrate leadership in communicating business goals, program objectives, and processes for the functional business segment. To secure a position that will utilize my organizational abilities and educational background and be an active part of the company in achieving its goals.

SKILLS

Project Management HR Management Operations Management LPO's & Quotation Administration
Payroll & Benefits Management Insurance Visa Processing Accounts Management Business Development
Client Relations Communications Compliance Management Quality Control Risk Management
Strategic Planning Vendor Management Workflow Management Team Leadership

WORK EXPERIENCE

HR / Admin Officer

Speed Group Technical Services LLC

2016 - Present

Dubai, UAE

Achievements/Tasks

- Delivered core HR services including talent acquisition, employee relations, labor relations, employee health/safety, learning and development, and HR regulatory compliance.
- Provided overall human resources vision coupled with hands-on, motivational leadership to consistently achieve or exceed corporate and client expectations.
- Formulated, communicated, and implemented HR policy involving recruitment, placement, position management, pay administration, employee relations, labor relations, employee training, and employee benefits.
- Coordinated with PRO for visa process, labor card, renewal of visa, Emirates ID, Medical, renewal of trade license, applying for new quota, etc.
- Maintained records of personnel-related data (payroll, personal information, leaves, etc) in both paper and the database and ensured all employment requirements are met.
- Managed Facebook, Google Ad words (part of company SEO), managed email and also created company mail account for employees from Etisalat mail portal.
- Responsible for the research, analysis, collection, presentation and certification of personnel data from multiple sources.
- Managed complex organizational issues and internal and external relationships, developed and applied customer service strategies, and lead teams in the successful completion of tasks and review of work products.

Sales Coordinator

Nowara Salon & Spa Trading LLC

2014 - 2016

Dubai, UAE

Achievements/Tasks

- Responsible for preparation of estimation for new quotations; negotiation and finalization PO for Suppliers; prepared Method Statement & Risk Assessment documents; prepared related documents and getting approval for Site works from Free zones, Mall, etc, and also prepared Certificate of origin.
- Maintained accurate customer/sales records and presented periodic reports for management review and decision making.
- Responsible for different kinds of administrative functions essential for the everyday operation of the system and fulfillment of the company offers.
- Provided sales and administrative support involving efficient handling of top and confidential agreements.
- Worked in coordination with management to gain an accurate picture of the business in term of budget & sales expectations.

WORK EXPERIENCE

Administration Assistant Al Ameen Private School

2008 - 2009

India

Achievements/Tasks

- Provided high-level administrative support by managing operations, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Performed general office duties, such as ordering supplies, maintaining records, managing database systems, and performing basic bookkeeping work.
- Collated and processed timesheets, expenses, invoices/purchase orders, etc, and also maintained manual/electronic filing systems.
- Prepared Cash Voucher, Receipt Vouchers, Bank Payment Vouchers, and Journal Vouchers, and also maintained daily receipts and payments record of the company.
- Ensured payments are made against Terms & Conditions by the clients while maintaining Accounts Receivable & Payable ledgers, checking, verifying, and posting Supplier/Sub-contractor Invoices & Delivery Note.
- Provided work direction, cross-training, and guidance to office personnel to ensure efficient front office operations and adequate office coverage at all times.

EDUCATION

Bachelor of Business Administration Sikkim Manipal University (SMU)

2019

India

CERTIFICATES

CHRP and CHRM Certification

PROFESSIONAL TOOLS

Operating HRMS

Internet and Email Application

M.S Office - Word, Excel & PowerPoint

Tally Prime

Google Ad Words

Etisalat CP Portal & Mail Management

PERSONAL DETAILS

Date of Birth 06th February 1982

Gender Female

Nationality Indian

Marital Status Married

Passport No Z2441991

Visa Status Residence

LANGUAGES

English ● ● ● ● ●

Hindi ● ● ● ● ●

Malayalam ● ● ● ● ●

Arabic ● ● ● ● ○

REFERENCES

Available upon request.