



Jafseer Puthanpurayil

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OBJECTIVE

Seeking a challenging position in human resource where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company enabling it to achieve its goals and also enhance my existing skills and knowledge thereby is placing me as a successful HR professional.

SUMMARY

Successful human resource officer with track record of making positive changes in organization's culture, developing motivated staff, enhancing professionalism and leading HR operations to an increased organizational effectiveness in the following fields/areas.

- Recruitment
- Payroll & WPS
- Leave & Travel Management
- Visa Processing
- Employee Relation
- Dispute Resolution
- Public relation
- Medical & General Insurance

CORE COMPETENCIES

- Effective communication skill
- Strong Analytical, Logical and critical thinking
- Ability to develop and maintain effective working relationship at all levels
- Good Leadership quality
- Flexibility to respond to range of different work situations
- Stay calm and thrive on pressure and deliver above average results

WORK EXPERIENCE

Life Health Care Group - Dubai
HR & Administration Executive

Feb 2018 — Present

- Acting as a first point of contact of the entire HR & Administration requirement within in the organization.
- Maintain and update HR records and employee files in accordance with compliance laws.
- Verifying the Leave Salary & End of Service pay and forward to finance for process the payment.
- Coordinate with PRO to process and renewal of employees Visa, Emirates ID, Labor card, Contract, Visa Stamping, Occupational Health card, Trade License , Facility License (DHA / MOH / HAAD) etc.
- Verifying the petty cash expense such as PRO, Office stationery & Vehicles Maintenance.
- Processing supplier payment according to the credit terms.
- Coordinating with insurance Company for Medical Insurance, Vehicle, Property all risk, workmen's compensation, Fidelity & money insurance etc.
- Arranging the staff uniforms and Lab coat.
- Maintaining and issuing the company vehicle and parking card.
- Processing the documents for vehicle registration and renewal.

- Arranging the Travel insurance and hotel booking for the senior managers.
- Preparing the Fit out LPO and processing the payment for the same.
- Maintain knowledge of legal requirements and government reporting regulations affecting HR functions.
- Processing and renewal of FA & FF AMC contract and Civil Defence certificate.
- Arranging the pest control AMC contract for the pharmacy and Ware House.
- Preparation of monthly / quarterly reports as required by the Management.

KRC International Group , UAE

March 2009 — Dec 2017

HR & Admin Officer

- Supporting recruitment procedure such as arranging interview schedule for HR Manager, preparing the offer letters.
- Maintaining employee details in HR System as well as in personnel files.
- Handling employee grievance and concerns
- Responds to inquiries regarding HR procedures and programs.
- Make sure that HR policies and procedures are properly implemented and are been adhered by all employees.
- Verifying weekly time sheet for all employees of the group and update it in case of any discrepancies in consultation with the division head
- Update weekly off, sick leaves, loans and salary advances against employees in the payroll software.
- Monthly payroll processing for all employees of the group and transferring them through WPS to the employee accounts.
- Processing overtime request received from different departments, computation of Leave salaries and Final settlements as per the federal law.
- Make the necessary details available to division heads for salary increment and on approval updating HR records of any increment or promotions and issuance of letters to the employees.
- Assisting HR Manager day to day planning and execution of tasks.
- Coordinating with PRO to process and renewal of employees visas, labour cards, Labour Contract emirates IDs etc.
- Coordinate with Insurance companies to process and renewal of the Medical Insurance Card & vehicle Insurance.
- Arranging the staff and management Air Ticket and hotel booking
- Preparing the HR MIS report as required by management

**ACADEMIC
DETAILS**

BA Economics
Kannur University

June 2004 — May 2007

IT SKILLS

- MS Office (Excel, Word , Power point , Outlook)
- HRM Software (PMS & TAS)
- Ministry of Labour (MOHRE) , Fawri (Emigration)
- Economic Department , RTA

INTERESTS

Browsing, learning new things.

REFERENCES

Mr Muhamed Sameer
Executive Director , KRC International Group, Abu Dhabi

Mr Fazal Abbas
HR Manager, KRC International Group, Abu Dhabi

ACHIEVEMENTS

- Played a key role in set up and implementation of HR & Payroll software in KRC Group of Companies.

- Successfully handled 1300 staff payroll files and transfer the salaries through WPS.
- Handling 250 pharmacies legal documents in accordance with authority's requirement.
- Have implemented various employee engagement activities and was successful in motivating the employees and to relieve them from their work pressure.
- Have advanced the monthly salary date in KRC International Group from 10th of month to 1st of every month by making changes in the salary process.
- Have considerably brought down the employee cost by reducing the number of staff in each outlet of Supermarkets & Hypermarkets under KRC International Group.
- Successfully advanced to top management level within 10 years of professional career.