



Shakkir Manhamattil

Abu Dhabi, UAE

HR Assistant /HR Officer

Contact

T: +971549955921 / 552419300

E: shakkirmahmood07@gmail.com

Personal Details

Date of Birth: 07.05.1990

Sex: Male

Marital Status: Married

Nationality: Indian

Passport No: L5489242

Key Skills

- Good organizational and presentational skills
- Proficient use of Microsoft Office
- Strong interpersonal and communication skills
- Organizational Commitment
- Analytical Thinking
- Resourceful and results driven
- Impact and Influence
- Teamwork & Cooperation

Languages Known

- English
- Hindi
- Malayalam

Personal Statement

An analytically minded HR professional who is available to start work at short notice. I have an aptitude for administrative/clerical work and boasts a long track record of delivering effective results and meeting tight deadlines. I cannot only work successfully in a demanding environment, but also meet the changing demands of any job. I have a natural interest in the way people work, and myself possess a superb work performance and attendance record. I am a self-directed individual who has a vast array of valuable, transferable skills that will be immediately beneficial to any employer. Right now, I am looking for a suitable position with an exciting company that has a busy and demanding HR department.

Professional Experience

Lulu Group International L.L.C. HQ Abu Dhabi (UAE)

HR Assistant - August 2014 to Present

Responsibilities:

- Provide assistance on general HR queries and liaise with other internal units/regional HR offices on HR related matters and provide necessary information to enable timely HR services.
- Preparing monthly manpower plan and budget for the hiring.
- Advertising vacant positions and Sourcing prospective applicants through various sources (LinkedIn, Bayt, Gulf recruiter, etc.)
- Managing outside agencies i.e., internet portals, consultants
- Resourcing, screening and short-listing resumes based on the job requirement.
- Management of the pre-boarding and onboarding process for all new joiners. (Mailing, Work access, Accommodation, Travel)
- Maintain confidential personnel records, HR databases in SAP
- Preparing job orders and demand letters for the staff requirement
- Assist training department for Orientation & Induction of new employees
- Setting the salary accounts for the staff in all over UAE

Skill Highlights

- Hiring and retention
- Personnel records maintenance
- Training and development
- Exceptional interpersonal skills
- Compensation/payroll
- Performance Management
- Employee relation
- Labor agreements
- Innovative
- Maintain HR MIS and HR reports (Attrition, Addition, Transfer, Promotion, etc.)
- Promptly and effectively handling all employee relations issues; & liaising with Office Managers for local offices on HR-related issues.
- Co-Creator of Templates for all the required HR Forms which also includes preparation of Memos and all types of Correspondences (salary certificate, NOC, STL).
- Tracking attendance and maintaining leave records.
- Coordinate and Follow up with PRO Department for Labor card and visa renewal/cancellation.
- Coordinate and Follow up with insurance department for new staff insurance and renewal for existing staff.
- Assisting employee engagement programs and scheduling the activities
- Handles exit formalities for departing staff due to resignation/termination/transfer; which include completing the Exit interview, visa requirements. Clearance procedures, releasing End of Service Benefits and repatriation within the specified time frames and as per Company procedure.
- Handling ERP Systems- SAP and Microsoft office-Excel, word, etc.

Academic Qualification

Master of Business Administration 2011 - 2013

PPG Business School (University of Anna)

Bachelor Business Administration 2008 - 2011

EMEA Arts and Science College (University of Calicut)

Certifications

- Provisionally completed **Certified Risk Manager (Enterprise)** Program certified by Putra Intelek International College, Malaysia.
- Successful Negotiation: Essential Strategies and Skills (non-credit course authorized by University of Michigan)

Internship

Organization : **Arya Vaidya Sala Hospital and Research Center**, Kottakkal, India.

Position : HR Trainee

Tenure : 07.03.2013 – 07.05.2013

Project Title : "Employee Job Satisfaction"

Reference – Available on request