



# Shakkir Manhammattil

Abu Dhabi, UAE

## HR Assistant /HR Officer

### Contact

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### 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