



VIBIKA SHAJIL

Professional Goals

To be part of a company with an environment dedicated to growth and excellence. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Contact Details

Mobile:

+971- 524071584

Email:

lavendervb83@gmail.com

Address:

Ascana Building, 222, Al Karama,
Dubai, UAE

Education

Master of Business

Administration (HR & Finance)

Bharathiar University, Coimbatore,
India

BA English Literature

Calicut University, Kerala, India

Core Competencies

Communication

Presentation and Training

Task prioritization

Data analysis

Team Management

People Management

Specializations

Recruitment

Induction & Onboarding

Training

HR Documentation

HR Reports

Visa Processing

Employee Relations

Attendance & Payroll

Employee Engagement

Languages

English

Malayalam

Hindi

Tamil

Professional Experience

Recruitment Consultant

Crescent Human Resources Management | Oct 2019 - Nov 2020

- Sourcing candidates through various channels
- Manage and grow relationships with active clients
- Conduct interviews and reference checks to ensure candidates fitness according to client's requirements
- Scheduling interviews with candidates and clients
- Draft job descriptions, business contracts, and other related forms in coordination with the concerned parties
- Follow up pending payments and maintain high standards of confidentiality

HR / Admin Officer

Western Furniture LLC (Arenco Group of Companies) Dubai, UAE

Oct 2018 - Jun 2019

- Organize and maintain personnel records
- Update internal databases (e.g. record sick or maternity leave)
- Prepare HR documents, like employment contracts and new hire guides
- Deal with employee request regarding human resources issues, rules and regulations.
- Answer employees queries about HR-related issues
- Arrange travel accommodations and process expense forms
- Analysed, planned, managed recruitment process to enhance company's business
- Developing the HR plans and policies in conjunction with the company's overall development plan
- Developing the induction programmes for the new recruits
- Developing and implementing disciplinary policies
- Dealing with the final settlement of employees when they leave
- Maintaining good internal communication within the company
- Ensured compensation and benefits according to company policies
- Managed payroll calculation, compulsory insurances and other reports
- Coordination with the PR department for visa processing
- Administering payroll and maintaining employee records
- Reviewing resumes and applications
- Working with recruitment agencies to source for candidates for specific job positions
- Recording, maintaining and monitoring attendance on a regular basis
- Compose, formulate, review and edit all business correspondence independently .

IT Skills

Microsoft Excel
Microsoft Word
Microsoft Power Point
HRIS - Orion

Personal Dossier

Nationality: Indian
Date of Birth: 26 May 1983
Marital Status: Married
Visa Status: Visit Visa

Professional Experience

HR / Admin Coordinator

First Step Business Solutions, Dubai, UAE | Jun 2015 till Dec 2017

- Working closely with various departments, increasingly in a consultancy role, assisting the managers to understand and implement policies and procedures
- Conducting induction for new joiners
- Completing all the documentations for new joiners
- Visa processing
- Administering payroll and maintaining employee records
- Handling employee grievances
- Conducting employee engagement activities
- Schedule and arrange the staff appointments with clients or company representatives
- Safe custody of company's important files and documents
- Manage the inventory of office supplies and equipment
- Coordination with drivers, maintaining Salik account
- Handling all cases with regards to Ministry of Labour and immigration with the guidance of the expert system

HR Assistant

Conares Metal Supply Ltd, Dubai, UAE | Jul 2007 till May 2009

- Handling Recruitment
- Payroll entry in Orion
- Visa Renewal / Ticketing / Travel Arrangements
- All operations through Dubai trade
- Employees Insurance / Company Insurance and other related works
- Handling grievances of employees
- Collecting of Hire request from various departments
- Assisting the HR Officer in all Human Resource activities

Professional Experience (India)

Administration Manager

Bethany Institute of Management Studies, Kerala
Jun 2012 - Nov 2014

Assistant Administration Manager

Blooming Buds Bethania School, Kerala
June 2006 - June 2007