

# Moosa Kottuparamban

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## CAREER SUMMARY

With over a decade of expertise in HR Operations, Compensation & Benefits, Talent Acquisition, Employee Relations, and Facility Management, I bring a wealth of experience as a Human Resource professional. Proficient in Administration, Payroll, and HR MIS, my career journey has been enriched by a comprehensive understanding of HR Policies & Procedures, Performance Management, and Multilingual capabilities.

## WORK EXPERIENCE

### **The Office of H.H. Sheikh Mohammed Bin Rashid Al Maktoum for Purchase & Supply (Al Hayl Island), Diwan Dubai.**

HR Administrative coordinator, Spanning from March 2015 to Aug 2023

**HR Operations & Strategic Achievements** - Instrumental in the successful implementation of Oracle Ameri Resource Planning in the HR platform, incorporating Core HR, Payroll, and Self-Service modules. Proficiently managed employee transfers, leave administration, airfare disbursement, final benefits, visa processes, and the drafting of business letters.

**HR Reports / MIS** - Spearheaded the management of the complete HR MIS, producing insightful reports crucial for informed decision-making by the management.

**Talent Acquisition (Recruitment)** - Provided crucial support to the HR team in recruitment, ensuring alignment with the approved manpower budget.

**Employee Relations Achievements** - Handling entire ER activities. Grievance resolution within the time-bound ensuring everyone is heard. Handle employee induction, and ensure that the feedback is well-considered for any process changes / HR strategic initiations/Issue staff gate pass.

**Facility Management** - Organize facilities with a healthy & happy workforce to be engaged and productive. Monitor and organize electrical, mechanical & civil work of hospitality properties and marine equipment.

**Administration** - Island administrative operations including organizing landing craft & tender boat movements. Support management for VIP trips.

**Staff Accommodation** - organized diverse accommodation requirements for both staff and VIP personnel, ensuring a seamless and comfortable experience for all.

### **ABLA IMPEX Pvt Ltd | Cochin, India**

HR & Operation Executive - June 2013 to February 2015

**HR Operations**– Handled end to end HR operations

**Recruitment & Staffing** – on time staffing was appreciated in the role.

**Payroll** – Handle payroll functions with an objective of “0% error & 100% accuracy”.

- **Facility Management** – Overall Factory and company asset maintenance

**Sales** – Arrange domestic & international customer meetings and fulfill

## **EDUCATION**

### **Certificate of Human Resource Management - 2017**

Leaners point Training institute affiliated with Knowledge and Human Development Authority – Dubai (KHDA)

### **BA Psychology - 2013**

Andhra University -INDIA

### **Master of Business Administration (Distance) -2012**

NBRF - INDIA

### **ADP Science and Engineering - Electrical -2010**

Nilai University – Malaysia

## **EXTRACURRICULAR TRAINING**

Impact of Covid-19 on our mental Health - DHA Psychologist Team

EDP Training HR division of KITCO LTD GOVT OF KERALA

MDP on competency building for improved performance on food safety by MSME  
Govt of INDIA

Participant of International student leadership seminar 2009 held in Malaysia

Participant of Nilai UC-MOHE Future leaders camp held in Malaysia

## **PERSONAL INFORMATION**

**Date of Birth:** 31.05.1987

**UAE Driving License**

**Language Proficiency in-** English, Arabic, Hindi, Urdu, Malayalam, &Tamil

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