

CONTACT

Rifayudeen

- 📍 UAE
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OBJECTIVE

Dynamic and forward thinking Human Resource Assistant offering 5 years of experience identifying,recruiting hiring high skilled employees and all HR operations.

SKILLS

- UAE Labour law
- Employee engagement
- Onboarding
- Employee Relations
- Recruiting
- Employee Data management
- Terminate process
- Performance assessment
- Employee leave request
- Employee absent tracking
- Hiring process
- Job portal management
- Excellent communication
- Time management
- Multitask
- Computer skills

TECHNICAL SKILLS

- MS-Office packages (MS-Word,Excel,PowerPoint and outlook)

CERTIFICATES

- Certified Human Resource Management (CHRM)
- Certified Human Resource Professional (CHRP)
- Certified by ACTVET (Abudhabi Centre Technical and Vocational Education and Training)

EDUCATION

- 2009-2012
- **Bharathidasan University**
Bachelor of computer science (B.SC)

EXPERIENCE

- Sep 2018 - Present
- **Human Resource Assistant**
Emirates centre for strategic studies and research
Abudhabi,UAE
 - Provided administrative support to the Human Resource department.
 - Assisted in recruiting process including job posting,resume screening and scheduling interviews.
 - Coordinated new employee orientation and ensure the completion of necessary paperwork, orientation session and training programs.
 - Maintained accurate and up-to-date of employees files and records.
 - Updated HR database with new hire informations,employee changes and terminations.
 - Provided general administrative support to the HR department including filling and data entry.
 - Maintained employees records and update HR databases of new hires,sick

leaves and vacation.

- Assisted in ensure compliance with labour law and company policies.
- Prepared HR document like employment contract and new hire guides.
- Assisted with the day to day operations of HR department.
- Assist in payroll process and benefits.
- Supported employee engagement initiatives and programs.
- Organized company events and activities.

PERSONAL DETAILS

- Date of Birth : 01/11/1990
- Marital Status : Married
- Nationality : Indian
- Passport : V2899639
- Gender : Male
- Visa : Employment visa (Transferable)