

JIJA JANARDHANAN
HR / Administrative Professional
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18+ years of rich experience in Human Resource Management & General Administration in reputed organizations with value added contributions in the Human Resource Managerial activities without effecting adversely the morale & productivity of the employees but with the aim to lead all employees towards the achievement of goal of the organization.

AREAS OF EXPERTISE

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| 1. HR POLICIES & PROCEDURES | 9. UAE LABOR LAW |
| 2. RECRUITMENT | 10. PERFORMANCE MANAGEMENT |
| 3. TRAINING & DEVELOPMENT | 11. MORALE & MOTIVATION |
| 4. ORGANIZATIONAL DEVELOPMENT | 12. MEDICAL INSURANCE |
| 5. EMPLOYEE RELATIONS | 13. HR AUDIT & BUDGETING |
| 6. PAYROLL | 14. GRIEVANCE & SUGGESTION |
| 7. EMPLOYEE ENGAGEMENT | 15. COMPUTER SKILL |
| 8. PRO RELATED WORKS | 16. MAIN LAND & FZ RULES |

QUALIFICATION

- **MBA: (HR & Marketing)**
Bharathiar University in regular stream (UAE Attested certificate)
[Sree Saraswathy Thyagaraja College, Coimbatore, Tamil Nadu, India] in 2003
- **Certified in HR Policies & UAE labour law**
[Tuscan Consulting-Hr Consultancy in Dubai,] in 2015
- **Certified in ISO 9001:2008/ISO 14001 Internal Auditor Training**
[TUV Nord, Dubai-UAE] in 2015
- **CHRP (Certified Human Resource Professional) & CHRM (Certified Human Resource Manager)** from American Certification Institute

CAREER SNAPSHOT

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| ✓ HR Manager | Nov 2014 – Till date |
| ✓ Atlas Group of Companies, Dubai | |
| Admin/HR Officer | Aprl 2010 till Sep 2014 |
| ✓ Luminas Electromechanical Works LLC, Dubai | |
| Asst HR Officer | Aug 2008 to Mar 2010 |
| ✓ Todini Construzioni Generali S.p.A, Dubai | |
| Secretary/Administrator | Jan 2008 to Jul 2008 |
| ✓ Dutco Balfour Beatty LLC, Dubai | |
| Asst Hr/Admin (Temp Vaccancy) | Oct 2007-Dec 2007 |
| ✓ Walls & Floors ME FZ CO. Dubai | |
| Personnel Officer | Aug 2003 to Aug 2007 |
| ✓ Media View Limited (Varthamanam Daily | |

PROVEN JOB ROLE

ATLAS PRINTING PRESS LLC, DUBAI (Atlas group of Companies) as HR Manager (Nov 14-Till date) www.atlasgroupme.com	Industry : Printing, Publishing & Media.
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ATLAS GROUP with head quarters in UAE & satellite office in Kenya & India is the leading print & publishing house in UAE with over 20 years of experience, Atlas group has been at the forefront of digital printing solutions in the region.

Job Profile

Responsible for all HR activities of main land and free zone companies within Atlas Group

- Establishing human resource objective in line with Company objectives and as per UAE Law.
- Handling the Recruitment function right from the manpower requisition made by required dept. till a person is joined such as issuing offer letter, appointment letter, employment contracts and introducing and welcoming them to the company on the first day of joining.
- Accountable for new employees' Visa processing (Mainland & Freezone), Medical/emirates ID docs & procedures & all other formalities as per the UAE law including coordination with all PRO related work in relation to visa procedures, other compliances for the employees legal stay.
- Conduct Training for the development of human resource to make it fit for the requirement of the company to ensure smooth execution of Induction process for the new entrant.
- Administration of the end to end payroll process (UAE, India & Kenya) right from taking attendance till the salary is calculated including deduction and additions including over time premium for each month and responsible for the disbursement of salaries in bank account.
- Carry out Performance management, Performance appraisal and Job evaluation.
- Calculation of Gratuity, leave salary, Air tickets & End Of Service(EOS) benefit as per UAE Law.
- Accountable for Medical Insurance reimbursements & follow ups for all employees.
- Development and implementation of complete employee Handbook and Policy Manual including HR rules and regulations for each companies under the group.
- Preparation and updation of all kinds of HR records such as letters, pay slip, salary certificates to produce to authorities as per the need of employees, Maintenance of both soft copy & hard copy of those records of each employees right from receipt of CV, Offer letter, Appointment letter, Visa docs, EOS benefit records etc and keeping a comprehensive HR data base of all employees.
- In charge of Admin work so as not to disturb the routine admin work during the vacation of Administration manager.
- Custodian and Responsible for the renewal of all Governmental Docs such Rental Contracts, License, Visa, Medical insurance, Vehicle, Building and All assets types of insurance etc.
- Reports to CEO & Director.

LUMINAS ELECTROMECHANICAL WORKS LLC, DUBAI as Admin/HR Officer (April 2010-Sep 2014) www.luminas.com	Industry: Electromechanical works & Construction
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Job Profile

Administration:

- Administering and leading all the department personnel towards the common goal of the organization.
- Collecting monthly Site progress report from the site in charge Engineers, analyzing the same & preparing a database for total work undertaken with all Engineers and forwarding the same to GM/MD.

HR:

- Dealing labours/Staffs issues with GM/MD & maintaining coordination.
- Fully accountable for complete Hr activities including recruitment, selection, employee relation, staff welfare, job evaluation & Hr policies Recruiting Personnels, arranging interviews, Preparing Offer letter & cover all formalities with regards to employees' joining.

TODINI COSTRUZIONI GENERALI S.P.A, DUBAI as Asst HR Officer(Aug 2008 to March 2010)
www.todini.it Industry: Construction.

Job Profile

- Recruitment Procedures, Record file & documentation, HR Module, Visa Monitoring & Co-ordination and Coordination and Reportable to Admin cum HR Manager.

DUTCO BALFOUR BEATTY LLC, DUBAI as Secretary/Administrator (Jan 2008 to July 2008)
www.dutcobalfourbeatty.com www.dutcobalfourbeatty.com Industry: Construction

Job Profile

- ✓ Duties involved updating registers on daily basis and recording all incoming and outgoing Correspondence, Updating Incoming and outgoing logs, Responsible for all inter-Office correspondence, Reportable to Consultants office as am deputed to Consultants office by Company, Monitoring attendance of Company staff who are working for Consultants office.
- ✓ Custodian of input and output document belongs to Company, Consultants and Client at site office.

WALLS & FLOORS ME FZ CO as Asst Hr/Admin-Temp (Oct 2007 to Dec 2007)
www.wallsandfloors.com Industry: Supplier of walls & Floors Covering Products

Job Profile

- ✚ Assisting in recruitment function, Sourcing high-caliber candidates, both locally and abroad.
- ✚ Liase with recruitment agencies and follow up with them for any requirements, Recruitment, administration, compensation and benefit and employee relations.
- ✚ Reportable to Personnel Manager with respect to above duties.

MEDIA VIEW LIMITED (VARTHAMANAM DAILY) as Personnel Officer (Aug 2003 to Aug 2007)
www.varthamanam.com Industry: Media & Publishing

Job Profile

- ❖ Handling the recruitment function right from the manpower requisition made by required dept till a person is joined, Releasing ads and interaction with recruitment agencies.
- ❖ Calculation of leave of employees of each category who are availing CL, Medical Leave etc, Preparation of monthly Salary statement of each dept and forwarding to Accounts Dept for disbursement of it, Preparation of PF, ESI returns and furnishing to Govt dept on time.
- ❖ Reportable to Personnel Manager with respect to above duties.

PERSONAL DETAILS

Nationality : Indian.
Date of Birth : 06-03-1981.
Marital Status : Married.
Visa Status : Employment Visa
Gender : Female.
Languages : English, Hindi, Malayalam & Tamil.
References : Will produce on request.

Jija Janardhanan