

Karishma Naik

HR Coordinator

Astute and exceptionally dedicated professional with 3+ years of experience in Human Resource Management operations. Equipped with solid commitment to providing high-quality support to the management for consistent growth and development of human resource of diverse companies.



naikkarishma555@gmail.com

+971543046524

Abu Dhabi, United Arab Emirates

SKILLS

HRIS

ERP

HRMS

Onboarding

Labour Laws & Regulations Compliance

Employee Relation

Microsoft Office

Recruiting

Problem Solving

Communication

WORK EXPERIENCE

HR Coordinator

Fursan Security Services LLC

2021 - Present

Abu Dhabi, UAE

Key Responsibilities:

- Prepare and issue Employment Offer letters, NOC & Employee Salary Certificates, Scheduling employee inductions, completion of on-boarding paperwork, and completion of the new joiner checklist, manage the probationary reports, issuing probationary guidance, making sure probationary reports are prepared by the appropriate date and returned to the staff accordingly.
- *Proficiently preparing HR Policy and Employee handbook*
- Managing Leave process including leave provisions
- *Manage monthly Timesheet and Process monthly Payroll.*
- *Handle employee Terminations, Resignations with their Settlement.*
- Handling Recruitment process including scheduling meeting with managers and issuing offer letter.
- Visa Processing and updating report to Line Manager, Passport Control, Release employee Passport and update Passport Tracking Report, Updating Visa Status Reports, /Visa/Labour Card expiry, Passport expiry, Applying for a Medical insurance card

HR Officer

Horizon Gulf Electromechanical Services LLC

06/2018 - 01/2021

Dubai, UAE

Key Responsibilities:

- Leave Management, *Employee leaves process requests including relevant communications to Accounts as well as line manager for necessary action.*
- Generate employee attendance information through the Biometric system & ERP, Updating daily, Monthly attendance regularly, Approval of deductions in payroll, Provision calculation of Staff & Workers in ERP module
- Prepare and issue Employment Offer letters, NOC & Employee Salary Certificates, Scheduling employee inductions, completion of on-boarding paperwork, and completion of the new joiner checklist, manage the probationary reports, issuing probationary guidance, making sure probationary reports are prepared by the appropriate date and returned to the staff accordingly.
- Updating employee records and documents in ERP and Keeping an up-to-date record of employee hard Files and soft files.
- Updating of HR reports as directed by the HOD / HR Manager, such as The New Joiners-Leave report, Recruitment status report, annual leave tracker, cancelled staff, employee details tracking, etc.
- Posting jobs in various job boards and groups (Gulf Talent, Naukri Gulf, LinkedIn), Sourcing the CV's from various sources (internal database, references, websites, LinkedIn, portals), Scheduling interviews, administering & filing recruitment paperwork, Successfully recruited mid-level to senior-level candidates, Communicate with the shortlisted/rejected candidates regarding their candidature status. Coordinate recruitment & onboarding for respective departments and ensure the onboarding process is Carried through efficiently

WORK EXPERIENCE

HR & Admin Executive

Enrich Manpower Consultancy

06/2017 - 01/2018

Bangalore, India

Key Responsibilities:

- Screening resumes
- Conduct administration duties, including filing, answering phone calls, responding to emails, and preparing documents
- Perform accounting tasks, including invoicing and scheduling meetings for senior staff, Completing timely reports on employment activity
- Performing in-person and phone interviews with candidates
- Administering appropriate company assessments, Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Performing reference and background checks PERSONAL DETAILS DECLARATION
- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved , Communicating employer information and benefits during the screening process

EDUCATION

MBA in Human Resource Management

National School of Business

2015 - 2017

Bangalore, India

Post Graduate Program in Management

NSB

2015 - 2017

Bangalore, India

Bachelor of Commerce

Karnataka University, Dharwad

2011 - 2014

Karnataka, India

LANGUAGES

Hindi



English



Kannada



Konkani



INTERESTS

★ Date Of Birth: 17th August 1993

★ Visa Status: Sponsor Visa

★ Nationality: Indian

★ Marital Status: Married

REFERENCES

Will be given upon request