

# 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.



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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