

ALEENA JOY

HR & ADMIN EXECUTIVE

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MBA Professional with over 5 years of experience in:

ISO 17020 Awareness Training	Certified course for First Aid Training	Dubai Cooperation of Ambulance Service (DCAS)
Knowledge & Human Development Authority	Trakhees (Department of Planning & Development)	Highfield International- UK Awarding Organization
Conducting orientations and employee relations counseling	Recruitment Process	Payroll & WPS
Fast computer typing skills (MS Office, Word, Excel Etc. ...)	Organizational behavior, Management and leadership	Building client relationship and Strategic Planning
Industrial relations	Internal Audits	Training & Development Leadership

EDUCATION

- ❖ **Master of Business Administration (MBA- Human Resource)**- Shivaji University, Kolhapur
- ❖ **Bachelor of computer Application (BCA)** - Mahatma Gandhi University, Kerala, India

COURSES/CERTIFICATIONS/TRAININGS

Completed:

- **ISO 17020 AWARENESS TRAINING**
- **ISO/ IEC: 17024: 2012 CONFORMITY ASSESSMENT**
- **ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM**
- **CERTIFIED HUMAN RESOURCE PROFESSIONAL (CHRP)**
- **BASIC FIRST AID AWARENESS TRAINING from Dubai Ambulance**

ROLES & RESPONSIBILITIES

HR & ADMIN EXECUTIVE

- Planning, organizing, and controlling the activities and actions of the HR department.
- Contributing to the development of HR department goals, objectives and systems.
- Creating and revising job descriptions.
- Organize and schedule meetings and appointment, Setting and arranging minutes of meetings.
- Assist in the preparation of regularly scheduled reports.
- Developing and administering human resources plans, policies and procedures that relate to company personnel.
- Maintaining calendars of HR management team.
- Maintaining current HR files and databases.
- Maintaining company directory, organizational charts, department records and reports.
- Participating in administrative staff meetings.
- Conducting new employee orientations and employee relations counseling.
- Write letters and emails on behalf of other office staff and reply to email, telephone or face to face enquiries.
- Maintaining and revising the company's handbook on policies and procedures.
- Updating and maintaining employee benefits, employment status, and similar records.

- Developing, analyzing and updating the company's salary budget, evaluation program.
- Maintaining records related to grievances, performance reviews and disciplinary actions.
- Completing termination paperwork and assisting with exist procedure.
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner.
- Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the management team.
- Must be able to prioritize and plan work activities as to use time efficiently.
- Must be organized, accurate, thorough, and able to monitor work for quality.
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback

RECRUITMENT

- Posting ads to general job posting sites such as Indeed, LinkedIn, Etc... with detailed information such as clear job title, key responsibilities, qualification needed, salary range, company goals and strategic mission.
- Screening resumes determining which candidates meet the minimum requirements.
- Organizing resumes and conducting initial interviews, which are then used to narrow the number of potential candidates who will be interviewed by the management.
- Scheduling job interviews with management and assisting in interview process.

ACCOUNTS & PAYROLL

- Preparing monthly attendance spreadsheets with clearly remarks.
- Preparation of Leave reports, Overtime Calculations, Salary advance, WPS and Salary reversal reports on monthly basis.
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system.
- Facilitating resolutions to any payroll errors.
- Performing payroll/benefit, file audits to ensure that all required employee documentation is collected and maintained
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and verifying invoices for payment
- Experience in handling petty cash, preparing vouchers, and accounts payable
- Receives, issue receipt, payment vouchers and deposits all Cheque's collected from external and internal clients.
- Prepares vouchers related to various revenues and expenses.
- Providing accounting and clerical support to ensure that financial transactions are in compliance and of the VAT regulations.
- Preparation, validation and submission of monthly and quarterly VAT returns for the UAE entities.
- Prepare and manage all documents in line with VAT regulations and other related activities.
- Conduct day-to-day transactional processing and reporting on taxation. This includes the accurate posting of all tax related entries.

PRO

- Submit detailed reports related to visa expenses to the finance department.
- Preparation of documents required to process visa applications and paperwork for visit visas, employment or residence visas, car registrations, Trade License, labor permits etc.
- Proactively manage the timely renewal of all Employment Visas and Labor Permits.
- Send employees a notification on documentation required prior to their visa/labor card expiring.
- Maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.
- Renew all company related licenses and approvals prior to their expiry date.

DOCUMENT CONTROLLER & TRAINING COORDINATOR

- Coordinating with trainers, facilitators, training partners and training beneficiaries.
- Contribute to the choosing of appropriate training methods and materials.
- Manage all the logistics for the training sessions and support trainers in the delivery of training sessions through organization of necessary materials, facilities, equipment and refreshments.
- Mapping out training strategies and assist the office with the building of training plans and schedules for all types of training requests and ensuring adequate budgets and funding.
- Use questionnaires and evaluation forms to track participant's satisfaction levels with the training program, trainings content and the trainers.
- Maintain training attendance, rosters, records, and facilitator/attendee training materials.
- Maintain data of Institutions and Customers & employees, generating monthly excel reports Organizing events, Maintaining Employee personal files and Customers and keeping the record up-to-date by Coordinating Training institutions, Employees and Clients.

COMPANY WORKED

- **Safe Green Occupational Safety Training/ Safe Green Safety Consultancies/ Dutech Safety & Security Consultancies, Starmec Technical Services- Dubai, UAE (From 2016 - Till)**
- **Tawasol Solution & Services – Barsha Heights, Dubai, UAE (From 16th April 2021 to - 31st May 2021)**
- **Info Park, Kerala, India (July 2015 – Jan 2016)**
- **VLCC Software Solution, Kerala, India (Jan 2016 – June 2016)**

IT SKILLS

Proficient in

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| • MS Word | • Outlook |
| • Microsoft Excel | • Odoo |
| • PowerPoint | • Tally |
| • Internet Applications | |

PERSONAL DETAILS

Date of Birth	:	21st July 1994
Nationality	:	Indian
Marital Status	:	Single
Driving License	:	File Opened (UAE),India-64/6350/2015
Residential Address	:	Al Nahda2(Near Pond Park), Dubai, UAE
Languages Known	:	English, Hindi, Tamil and Malayalam

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