



ANCY JOHN

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Dubai, UAE

KEY SKILLS

- On boarding
- Budgeting
- Manpower Management
- Training
- Talent Assessment & Acquisition
- Candidate Sourcing & Screening
- Data analysis & Reporting
- Office Administration

WORK EXPERIENCE

Emirates Airline
Jul 2012 – Aug 2020

● Senior HR Administrator Pilot Recruitment Department

Provide HR support to the Pilot recruitment team, responsible for shortlisting applications, administering and facilitating aptitude tests, conducting and reviewing digital interviews and candidate tracking. Responsible for onboarding of selected candidates inclusive of reference checking, extending job offers and supporting overseas employee relocation to the UAE. In addition, my role involved placing and managing job vacancies on social media as well as team manpower planning.

Emirates Airline
Dec 2007- Jul 2012

● Flight Crew Admin Coordinator Flight Operations Department

Managed and coordinated daily office operations, prepared cost analysis and budget reports. I was responsible for negotiating and supporting the management of contractual agreements for facilities hired. Developed and implemented accounting processes within the department. In addition, I was responsible for arranging bookings of overseas facilities to support international projects.

Emirates Airline
Feb 2006 – Oct 2007

● Admin Assistant Facility Department

Responsible for logging maintenance calls for the Maintenance Supervisors. I was responsible for maintaining accurate records of staff in company provided accommodation which involved working alongside my HR colleagues to ensure new joiners were accurately captured

About Me

HR professional with 17 years' experience. I am looking for an opportunity to continue my professional development in a role which will allow me to apply my skills and knowledge in order to contribute to the overall success of the organization.

Personal Details

Nationality : Indian
Marital Status: Married
Visa status : Residence
Date of Birth : 21-Nov-1981

Languages

English, Hindi & Malayalam

Ian Banham & Associates
Oct 2002 – May 2005

● **Executive Assistant & Office Administrator**

Secretarial duties to the Director & Manager. Prepare Employment Contract for all new recruits, liaise with the PRO in processing the visa and getting labour clearance. Supervise the Junior staff on the day to day administrative works. Manage petty cash for Office expenses

EDUCATION

Bachelor of Commerce - M.G University - 2002

Additional Skills & Qualification

- SHRM-CP Certification (in progress exam scheduled for Jan-Feb 2021)
- Assessor Interview Skills Course (Emirates Aviation College)
- Coaching Skills & On the Job Trainer Course (Emirates Aviation College)
- Secretarial and Self Correspondence Course (Nadia Institute)
- Experienced user of HRMS Software, Taleo, Oracle & Web based recruitment applications
- Ms Office applications – expert user of Excel, Word, Power point, MS access & SharePoint

ACHIEVEMENT – Recognition & rewards attained

Feb 2020 - In recognition of use of initiative and influencing ability which resulted in the waiver of a charge for unused simulator sessions, which resulted in a cost saving for department

June 2019 - In recognition for the contribution towards managing the disruptions faced with recruitment operations during Eid public holiday week

Oct 2008 – In recognition for handling contracts with external facilities as well as guiding pilots on their duty travel.