



ABIYAMOL BENNY

HR EXECUTIVE

PROFESSIONAL SUMMARY

Dynamic and detail-oriented HR Executive with a Master's in Business Administration specializing in Hospital Administration. Experienced in recruitment, employee relations, payroll management, performance appraisal, and HR policies development. Proficient in HRIS, talent acquisition, employee engagement, and compliance. Adept at streamlining HR processes, handling grievances, and improving organizational efficiency.

EXPERIENCE

HR EXECUTIVE

29/12/2023 - 17/02/2025

KANNUR MEDICAL COLLEGE, ANJARAKANDY

- Managed end-to-end recruitment, onboarding, and orientation processes.
- Assisted in developing and implementing HR policies and procedures.
- Handled Employee grievances and facilitated conflict resolution.
- Maintained Employee records, Payroll processing and attendance tracking.
- Conducted training and department programs to enhance employee skills and performance.
- Coordinated employee engagement activities to improve workplace culture and morale.
- Overlooking the daily operations of the HR Department.

FRONT OFFICE EXECUTIVE

04/02/2019 - 18/10/2019

TECH MERIDIAN ACADEMY, CALICUT

- Managed front desk operations, administrative support, and customer service.
- Coordinated with departments for seamless communication and workflow.
- Handled inquiries, scheduled appointments, and maintained records.
- Assisted in employee documentation and HR administrative tasks.
- Maintained a positive and professional work environment.

EDUCATION

Master of Business Administration (MBA) in Hospital Administration

AJ INSTITUTE OF MANAGEMENT, MANGALORE, MANGALORE UNIVERSITY
2023

Bachelor of Science (BSc) in Computer Science

IHRD COLLEGE OF APPLIED SCIENCE, CHEEMENI, KANNUR UNIVERSITY
2018

CERTIFICATION

- Certificate on PHP Training Florinta Info Solutions, Palarivattom

REFERENCE

Dr. Purushothaman B
Principal,
Kannur Medical College
Email: kmcprincipaloffice@gmail.com

REFERENCE

I hereby declare that all the information provided is true and correct to the best of my knowledge.

ABIYAMOL BENNY

CONTACT

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Address

Al Warqa 1, Dubai

LinkedIn

<https://www.linkedin.com/in/abiya-benny-1159ba24a>

SKILLS

- Talent Acquisition & Recruitment
- Employee Relations & Engagement
- Payroll & Compensation Management
- Performance Management System (PMS)
- HR Policies & Compliance
- Grievance Handling & Conflict Resolution
- Training & Development
- Workforce Planning & HR Analytics
- HRIS & Database Management

COMPUTER SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- PHP
- JAVA
- SQL

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

- DOB : 01/03/1998
- Nationality : Indian
- Passport No: Y8289200
- Date of Expiry: 21/08/2033
- Visa Status : Visit Visa