

JESNY MJ

HR EXECUTIVE



CONTACT



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DUBAI, UAE

PERSONAL

Gender : Female
Date of Birth : 17/11/1998
Nationality : Indian
Passport NO : W5063595
Marital status : Single

ACHIEVEMENTS AND AWARDS

- Certificate for shaping young minds by AIMA
- National level webinar HR2 BH
- Poster making

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

REFERENCE

Aneesh Nadarshah

-Team Lead

Aneeshnadarshah@innovationuae.com

- 9846438871

Augustin Mathew

-Team Lead

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- 9790842807

ABOUT ME

A competent senior HR executive with 2 years of experience within employees outsourcing industry. Proven trade record in onboarding/offboarding employees as per Dubai labour laws, updating payroll activities and handling grievances from staff. Seeking to contribute leadership and innovative solutions to a dynamic team and drive continued success in a forward-thinking company.

EDUCATION

- **MBA (HR and Marketing)**
- 2020-2022
- De Paul institute of science and technology, Angamaly
- **B.com (computer application)**
- 2016-2019
- Bharatamatha college of commerce and arts

WORK HISTORY

Innovation Group UAE

HR Executive

January 2023 – December 2024

- Handling recruitment activities.
- Managing onboarding and exit formalities for staff, including visa processing and employment contracts.
- Working in MOHRE, ICP site.
- Assigning selected staff processes to the onboarding team using in-house ERP systems.
- Creating workflows, IDs, and managing other requirements in ERP based on client needs.
- Coordinating HR activities for global operations such as visa processing, air ticketing, work permits, joining formalities, and travel arrangements.
- Conducting meetings and workshops to foster teamwork, and effective decision-making.
- Recruiting resources for clients like Amazon, Cognizant Etisalat, and ADCB Bank.
- Issuing MOL offer letters.
- Conducting location status checks for clients.
- Raising complaint tickets with immigration authorities.
- Submitting applications via Tasheel.
- Verifying labor contract details.
- Scheduling medical appointments.
- Booking biometric appointments.

CERTIFICATIONS

➤ **HRBP (Human resource business partner)**

- Recruitment and selection
- Personality & psychometrics test
- Effective onboarding
- Competency based interview
- Performance management system
- Labor laws
- Basic payroll(Basic pay, HRA,LTA)

➤ **English communication and soft skills**

➤ **Digital marketing certificate**

SKILLS

Technical Qualification

- ERP
- Proficiency in MS Office (Word, Excel and PPT)
- Sales force

Key Skills

- Strong organisation and planning skills with the ability to multitask.
- Ability and willingness to work in a fast-paced, deadline driven environment.
- Work ethic and better teamwork.
- Ability to communicate both verbally and through written mediums in a clear and concise manner with other counterparts of all levels.
- Ability to analyse data for accuracy and consistency.
- Proven experience as HR Executive.
- Conflict management

- Addressing employee grievances.
- Arranging PRO assistance to resolve issues with immigration.
- Checking for overstay fines with immigration.

- Reviewing Emirates ID application approvals.
- Managing the cancellation of work permits and revocation of offers.
- Overseeing the dismissal process by coordinating with public relations officers and the legal team for employment residence visa and labor cancellations.

IFORTIS WORLDWIDE HR & MARKETING TRAINE

October 2021 - February 2022

- Screening resume
- Scheduling interview
- Selecting suitable candidates
- Onboarding interns
- Providing data and login details
- Monitoring performance
- Performance analysis
- Issuing certificate

INTERNSHIP

The Times of India Marketing and sales intern

May 2021- October 2021

- Promoting product
- Selling product
- Calling customers to follow-up
- Collecting leads
- Managing sales force
- Sharing excel sheet daily to track the process
- Communicated around 200+ customers
- Achieved target
- Got a chance to study the working environment and to experience in converting sales.

I do affirm that all the given details above are true and correct to the best of my knowledge.

Jesny MJ