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# MUHAMMED FENIL

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## WORK EXPERIENCE :

### GROUP HR COORDINATOR

SAIF BELHASA HOLDING LLC, DUBAI

MAY 2016: Till Now

#### JOB PURPOSE:

Supports human resources department by administering employee benefit programs & handling staff disputes, screening and interviewing applicants; preparing payroll; Orienting new employees;

#### ROLES & DUTIES:

- Screening, evaluating and short listing candidates on various parameters
  - Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
  - Assist with day to day operations of the HR functions and duties.
  - Provide clerical and administrative support & Advice to sub company admins etc.
  - Arranging training schedules for staff performance enhancement.
  - Coordinate with various department managers regards to various HR/operational purpose.
  - Handling and investigation staff counselling – disputes, complaints.
  - Passport handling of the staffs.
  - Deal with employee requests regarding human resources issues, rules, and regulations.
  - Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; Annual Leave processing, tracking vacation, sick, and personal time
  - Administers medical insurance, providing application information; helping with form completion; verifying submission; notifying employees of approvals.
  - Compile and update employee records (hard and soft copies).
  - Accomplishes human resources department and organization mission by completing related results as needed.
  - Coordinating with payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
  - Arrange training, mock drills for maintaining required occupation health and safety features within the organization`
  - Record the incidents and report to the safety team.
  - Using HR software (KPI.com & ERP-orbit) for all the HR certification, leave entries, punch reports verification, status change, employee documentation etc.
  - Facing HR audits for all the QHSEEn like ISO 90001:2015(quality), ISO 14001:2015 (environment), ISO 50001:2011(energy mgt), ISO18001:2007 (OSHAS).
  - Exiting the staffs after cancellation coordination with personnel department.
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## TALENT ACQUISITION SPECIALIST

ANZY CAREERS PVT LTD, INDIA

JUL 2015: OCT 2015

- Coordinating with the clients to hire right candidate for the required position as per Job description.
- Sourcing potential candidates through online channels (e.g. social platforms and professional networks.)
- Staying up to day with current trend of hiring to get perfect candidate.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews.
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System.
- Design job descriptions and interview questions that reflect each position's requirements.
- Organize and attend job fairs and recruitment events.
- Negotiating the salary demands and benefits.
- Closing the position within the cutoff time limit.
- Supporting the seniors to hire high positions like CEO, tech lead, SE3 etc.
- Using Boolean search in the market sourcing channels to get the specialist on various department which is highly demand (mainly IT related positions)

### EDUCATIONAL BACKGROUND:

#### MASTER OF BUSINESS ADMINISTRATION

SPECIALIZED IN HUMAN RESOURCE MANAGEMENT AND MARKETING (DUAL)

2013 - 2015

BANGLORE UNIVERSITY

#### BACHELOR OF BUSINESS ADMINISTRATION

SPECIALIZED IN HUMAN RESOURCE MANAGEMENT

2010 - 2013

PONDICHERRY UNIVERSITY

#### HIGHER SECONDARY CERTIFICATE

2008 - 2010

RVS METRICULATION HIGHER SECONDARY SCHOOL, COIMBATORE

TAMIL NADU SYLLABUS

### SKILLS:

#### COMPUTER SKILLS:

• MS Windows	:	Advanced	• Excel	:	Advanced
• PowerPoint	:	Intermediate	• Outlook	:	Advanced
• MS Word	:	Advanced	• ERP: HRMS-kpi.com™	:	Use: up to date
• ERP-Orbits Oracle	:	Use: up to date	• ERP: TNA attendance	:	Use: up to date

#### LANGUAGE SKILLS:

• English	:	Fluent	• Malayalam	:	Native
• Hindi	:	Work Proficiency	• Tamil	:	Work Proficiency

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## CAREER ACHIEVEMENT & SUMMER INTENSIONSHIP

- Played vital role in the team and achieved the Dubai Quality Appreciation Award from Dubai Govt.
- Worked as Intern in KERALA HANDLOOM WEAVER'S COOPERATIVE SOCIETY (2014)
- Worked as Intern in RUBCO (2013 and 2015)
- Worked as Intern Marketing Assistant at LIPTON ICE TEA (2015)

## EXTRA CARICULAR ACHIEVEMENT:

- Overall coordinator for College Management Fest, Brindavan College, Bangalore University (2014)
- Blood Donation Campaign, Lions Club (2014)
- Organizer for "Melody of Campus"- College Fest, Pondicherry University (2013)
- First position in Inter-College Cricket Tournament, Pondicherry University (2013)

## PERSONAL INFORMATION:

- Date of Birth : 07 AUGUST 1992
  - Nationality : Indian
  - Marital Status : Married
  - Visa Status : Employment Visa
  - Passport No : M3387666
  - Passport Validity : 11/11/2024
  - Holding Valid UAE Driving License
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