



Sini Joseph

HR Officer

An achievement-oriented HR professional with over 5 years of experience in resourcing & development, recruitment, employee welfare and performance management, in pursuit of a career where I can utilize my professional skills and managerial abilities and to keep learning, move along with changing technology thereby providing to be a constructive influence in the progress and advancement of the organization.

✉ sinijm@gmail.com

☎ +971521517234

📍 Dubai, United Arab Emirates

WORK EXPERIENCE

HR Assistant

Z'Neem Healthcare Group

08/2019 - 05/2021

Sharjah, United Arab Emirates

Achievements/Tasks

- Recruitment process medical & non-medical (job analysis, sourcing, screening, selection and onboarding). MOH/DHA licensing process of pharmacists.
- Manage new employees joining formalities and training. Visa, labor card, emirates id, insurance card processing. Preparation of employee contracts and maintain complete employee records.
- Manage employee relations, including providing advice and counsel to employees. Answering staff queries regarding payroll and human resources matters.
- Leave and attendance management. Confirmations, performance appraisals and management.
- Coordinate with department managers to forecast future hiring needs. Discuss with department heads/management to prepare the job descriptions of each positions.
- Listening to the grievances of the employees and implementing appropriate disciplinary procedures.
- Conducting employee recognition activities like service honors and employee of the month/year awards.
- Weekly/monthly training and evaluations. Drive timely and fair performance management and assessment development plans for key talent and corrective plans for low performers.
- Conduct exit interview. Full and final settlement (labor card/visa cancellation).
- End to end processing of company's payroll. Preparation of various payroll related reports for managers Overtime calculation Termination & redundancy calculations as required.

HR Officer

Specialists Hospital

03/2015 - 11/2018

Kerala, India

Achievements/Tasks

- Providing specialist information and guidance to employees and managers on HR policy and practice employment law.
- Managing employee bonus programmes, accommodation Issues, suit allowances.
- Managing the annual salary review process for the company and Ensuring that all HR systems comply with any audit requirements.
- Managing leave administration and supporting supervisors to ensure the success of their teams.
- Managing pay-roll operations.
- Liaising with recruitment agencies, employment lawyers, occupational health professionals and medical practitioners.
- Screening the resumes, job applications and covering letters that jobseekers have sent in.
- Taking charge of any disciplinary or grievance proceedings.
- Keeping up to date with legal developments and Developing HR policies.
- Chairing departmental HR meetings. Planning and delivering, training, including inductions for new staff and promoting a culture of internal development within the company.

AREA OF INTEREST

Hospital Administration

Human Resource Management

Quality Assurance and control

Corporate Relations and Marketing

EDUCATION

Master of Hospital Administration MHA(KUHS)

Little Flower Institute of Medical
Science and Research Centre,
Angamaly

2013 - 2015

Kerala, India

BSc. Zoology (MG University) Assumption College, Changanassery

2009 - 2012

Kerala, India

PERSONAL DETAILS

- Date of Birth: 25/09/1991
- Gender: Female
- Marital Status: Married
- Nationality: Indian
- Languages known: English, Hindi, Malayalam
- Passport No: R9044740
- Visa status: Husband visa