THASNI P.M
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Highly focused and performance driven professional with around 2 year experience in HR & Administration field in UAE with B tech engineering background, seeking opportunities in HR & other administration roles.

CORE COMPETENCIES	PROFILE SUMMARY
End to end recruitment. **On boarding Process.** **Compensation & Benefits.** **Payroll processing.** **Induction program development.** **Visa Process & Insurance (UAE)** **Audit preparation and reporting.** **Database management.** **Official correspondence.** **Training & development.** **Interviewing.** **Background checks.** **Performance appraisal.** **Employee welfare.** **Document controlling.** **Time management.**	❖ A competent professional with around 2 years of experience in commercial field of human resources in UAE. ❖ Demonstrated abilities in all aspects of HR field, specialized in Payroll management, End to end recruiting & Performance appraisal. ❖ Energetic, Reliable & Adaptable professional with solid understanding of Human Resources. ❖ Passionate about Leadership, Talent management and meaningful work. ❖ Connecting and networking with others, Talent acquisition, Flexibility, Multi-tasking, Quick learner with can do attitude. ❖ Skilled in Microsoft office, and other research tools. ❖ Holding exceptional abilities in taking seminars and Presentation. ❖ Eager to take on new challenges ❖ Perfect social media experience. ❖ Ability to adapt easily to change and accept new roles and responsibilities. ❖ An effective communicator in English & Hindi with good analytical, interpersonal, planning and problem solving skills.

WORK EXPERIENCE

Oct' 2017–Jan' 2019: Drillmount Oil Tools L.L.C, UAE.
Role: Since March 2018 as HR assistant
Oct'2017 to Mar 2018 as Administration assistant cum Sales Support

Responsibilities:
As HR assistant:
- Process Payroll data verification as per UAE labor law and entry to ensure accurate and timely monthly remuneration Payment to all employees, process the salaries through WPS, generation of payroll related reports, liaising with respective departments to ensure the smooth rolling out of payroll on a monthly basis.
- Administering all employee benefit programs with conjunction with finance and administration department.
- Maintain HRIS, Employee's soft and hard files by auditing information completion, ensuring it are up-to-date.
- Provide active support and assistance to HR manager for the process of recruitment, from, writing professional job adverts. Job posting, screening CV's of applicant, sending interview invitation, to on boarding of selected candidate.
- Screening the candidates by resume short listing, conducting telephonic and personal interviews, background verification of the shortlisted candidates.
- Scheduling the interview in regards with the timing provided by the company HR.
- Coordinating in induction program and job training for new employees with training manager.
- Coordinating with employees and bank executives for opening bank accounts and updating the records.
- Managing employee leave balance and Completion of Exit formalities.
- Maintain and update sick leave forms for all employees duly signed by concerned and preparation of annual leave encashment.
- Process leave salary & Air ticket reimbursement forms.
- Provide full HR support to Drillmount Iran branch.
- Prepare and update Organizational chart.
- Preparing of all official HR correspondence includes, resignation, promotion, transfer offer letters, confirmation/regret letters, contract of employment, NOC document, disciplinary letters etc.
- Arrange and cancel petrol cards (as per requirement)
- Coordinating probation review process and assisting with annual appraisal process.
- Working on the annual appraisals summary lists, updating the yearly training requirements of department by coordinating with each section.

As: Administration assistant cum Sales Support
- Documents Preparation for Visa processing of employees.

- Maintaining attendance & leave records of the employees.
- Assist with PRO with relation to employment visa, labour card, emirates ID application, visa renewal, cancellation process, trade licence renewals and all mainland immigration related processes.
- Preparing staff attendance reports and time sheets.
- Maintaining the supplier list. Coordinate with supplier for material quotation and procurement.
- Responsible in tracking of sales made in daily, weekly, monthly basis..
- Compiling reports and preparing spreadsheets.
- Perform general office duties to support Sales & Marketing (e.g., filing, sending emails, typing, faxing, copying)
- Prepare sales-related documents throughout the sales process.(e.g., proposals, quotations, Invoices, delivery order etc.)
- Custodian of office petty cash

Jun'2017 –Sep'2017: Finance Professors.com (Institute under IIFP Delhi, India).
Role: HR Coordinator

Responsibilities:
- Source, screen, interview, and evaluate candidates.
- To lead and manage the interview process and scheduling of the interview date ,ensure interview records are kept in line with regulations.
- Conducting presentation on various collages on introducing the IIFP course, its relevance and applications, and interacting with students.
- Maintaining attendance lists for all regular teaching & Substitute staff.
- Maintaining students file with all documents and updating.
- Leave Management : Keeping track of leaves of the staffs & students,
- Creating agenda documents and taking Minutes of Meeting at staff and Parent Meetings.
- Drafting and issuing of correspondences Offer/Appointment /Confirmation/Increment/ Transfer/termination letters
- Conducting Induction and Orientation for students and Admin staffs.
- Conducting HR recreational activities like organizing cultural events and trade shows
- Listening to the grievances of students and Parents and providing solutions for the same

EDUCATION

M.B.A in Human Resource Management (major specialization) & Marketing (minor specialization) from Adi Shankara Institute of Engineering and Technology –Mahatma Gandhi University Kerala ,India, Batch of 2017.

Bachelor of Technology (B tech) in Electronics and Communication engineering from Toc H Institute of Science and Technology – Cochin University, Kerala, Batch of 2014.

Intermediate Examination from St. Teresa's C.G.H.S.S Ernakulum, Kerala, Batch of2009.

Secondary School Certificate from St. Antony's C.G.H.S.S Ernakulum, Kerala, Batch of 2007

ACADAMIC PROJECTS & SEMINARS

- MBA: Major project done on the topic "A Study on Effectiveness of safety measures done at Ocean Rubber Factory LLC, Sharjah, UAE".
- Organizational Study Done at Spinning Mills Balaramapuram, Trivandrum (company under Govt. of Kerala).
- B.tech :Major Project: -Four Legged Robot -The project is designed using the Arduino platform
- Mini project : Locating person using ZigBee mesh topology designed using PIC16F877A IC microcontroller.
- Seminars: Heterogeneous Integration of Bio-Sensing System-on-Chip and Printed Electronics.

CERTIFICATIONS

- SAP (International certification under WHRD education All HR Modules.
- Logistic and supply chain management. (Certified logistics and supply chain professional under World Human Resource development Education)

TRAINING & INTERNSHIP

Successfully completed the in –plant training on Telecom Technologies conducted by BSNL, Kochi.
Completed foundation program under the aegis of the Infosys campus connect program
Participated in the International Conference on Human Resource Development held at Cochin University of science and technology.
Participated in the International Summit on Ethics, Economy & Environment at I.M.A House Cochin. Undergone.

PERSONAL DETAILS

Date of Birth: 30 May 1992
Address: Sharjah, UAE.
Nationality   Indian
Visa Status: Husband Visa
Language Known: English, Hindi, Malayalam
Passport No.:   Indian Passport Number R0533558 (Valid till 11 August 2023)

~References Available On Request~