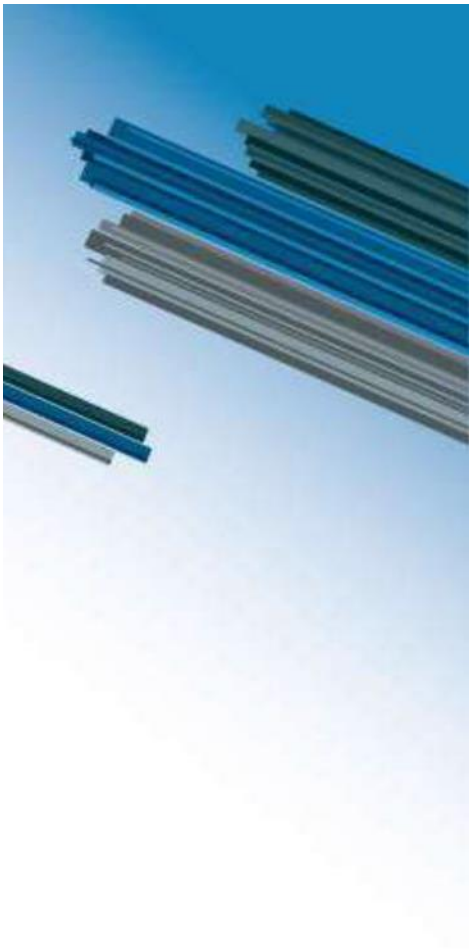




Shinas Abdul Kayyoom

Curriculum Vitae



Human Resources Professional

Contact:

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+91 96 33 63 15 32 (IND)

Email:

shinasabdulkayom@yahoo.com

Skype:

shinas.abdulkayom

Doha, Qatar

QR Code:



Qualifications:

Master of Business Administration
in Human Resources, 2009
Vinayaka Mission's University
Tamil Nadu, India

Certified International Corporate HR Manager - 2016
American Institute of Business & Management
&
Knowledge & Human Development
Authority - Dubai

Bachelor of Commerce, 2007
MG University
Kerala, India

SAP in HCM, 2010
Zabeel International

IELTS

Band Score 0.6,
British Council

Computer Literacy:

ERP, MS Office

Country experience:

INDIA – Cochin
KSA – Riyadh
UAE – Dubai,
Abu Dhabi

Nationality: Indian

Date of Birth: 04.02.1987

Languages: English, Hindi, Malayalam

Marital Status: Married

Visa Status: Business visit visa

Availability: Immediately available

Driving License: UAE Driving License

Objectives

Intend to build a career with an organization that will help me to explore myself fully and utilize my skills effectively. Seeking a position in **Human Resource** and have profound willingness to work as a key player in a challenging and creative environment

Career Highlights:

MBA in Human Resource Management and have 7 years of significant and progressive experience in HR Recruitment & hiring / UAE labor law / HR policies / compensation and benefits / Employee welfare / Time keeping / Performance evaluation / Joining and separation activities etc. Got an opportunity to involve with a multi-billion projects upon which my contribution to their success was valued and appreciated by the management.

Goal driven achiever with strong organizational skills and detail orientation. Creative, problem solver and professional, who can see big picture while never losing sight of details that deliver results. Motivated team player with demonstrated talent for deploying research and organizational skills towards analysing and upgrading complex service processes for improvement opportunities.

To that end, I am confident that my contribution to your organization will be an added value to both ends.

Working Experience

ABU DHABI

NOVEMBER 2015 TO APRIL 2018

POSITION – HR OFFICER

Group of Companies;



Avancee General Contracting LLC, Casacor Electromechanical LLC & MAK Trading LLC, Elite Investment LLC, Green Gate Landscaping LLC & Samarkand Restaurant LLC, established in 1993. All companies have different activities and only one HR department.

Roles and Responsibilities

- ▶ Reporting to Vice President of the Company
- ▶ Ensuring the department complies with all HR Policies, Labor Law and Regulations.
- ▶ Responsible for implementing recruitment life cycle, from sourcing, pre-screening, interviewing, selecting, Job offer, Visa processing, new joiner introduction to company, attendance, Leave planner, Training, Termination ,Resignation, End of Service Benefits, Exit Interview and Visa Cancellation.
- ▶ Doing various HR and administration duties throughout the office including recruitment, mobilization, welfare, strategic planning and training.
- ▶ Arrange medical insurance for all employees (its mandatory in Abu Dhabi for visa stamping); categorize the employees in different groups like Enhanced and Basic.
- ▶ Coordinate with insurance company for medical insurance yearly renewal before its expiry both for staffs and their families.
- ▶ Responsible for company's vehicle insurance yearly renewal.
- ▶ Coordinate with PRO department for renewal of Passport / Visa / Labor Contract before its expiry.
- ▶ After selection, coordinate or arrange with PRO for all employees MOL contract, e visa, departure schedule, air ticket, accommodation in labor camp, medical, Emirates ID, Labor Contract, Medical insurance, Visa stamping, WPS account creation.
- ▶ Prepare new joiners probation report and review
- ▶ Monitor staff performance and attendance activities.
Main Activities ♣ Monitor daily attendance. ♣ Investigate and understand causes for staff absences. ♣ Recommend solutions to resolve chronic attendance difficulties. ♣ Provide advice and recommendations on disciplinary actions.
- ▶ Submit monthly "HR Report & Budget " for current month and coming month to Vice President ,contents include total manpower summary and planning, frequent absent, employee's violations and disciplinary action taken, leave management ; on vacation employees ,leave planner and their leave balance .HR Cost & Budget for previous month and expecting cost for upcoming month, salary advance-deduction etc.
- ▶ Conduct yearly performance evaluation for all staffs, depends on the evaluation, management will decide employee's promotion, increment, demotion, wage cut, termination .etc.
- ▶ Employee Relations; managing absence, disciplinary, grievances, sickness etc. Measure employee satisfaction and identify areas that require improvement.
- ▶ Training; Implementing the training and development agenda, identify areas that need attention and improvement.
- ▶ Arranging leave salary, travel tickets, salary advance, loan, housing allowances, transport allowance and end of service rewards.
- ▶ Ensure all record keeping with regards to workman's compensation, health and medical insurance and other government regulations are completed as required.
- ▶ Maintaining High Level of Confidentiality related to HR Matters.
- ▶ Provide advice and assistance when conducting staff performance evaluations, Organize staff training sessions.
- ▶ Provide basic counseling to staff who have performance related obstacles
- ▶ Develop and implement a human resources plan and personnel management policies and procedures.
- ▶ Promote workplace safety. Coordinate with HSE department and decide the action plan against the violation as per HSE advice.
- ▶ Maintain all HR system in accordance with ISO standard certification.



GULFAAR RECRUITMENT & FACILITIES MANAGEMENT SERVICES LLC
DUBAI (www.gulfaar.com)

APRIL 2013 TO OCTOBER 2015

POSITION –HR COORDINATOR

Roles and Responsibilities

- ▶ Ensuring the department complies with all recruitment Policies, Labor Law and Regulations.
- ▶ Responsible for implementing recruitment life cycle.
- ▶ Self-involvement in preliminary telephonic and personal interviews with candidates to ascertain their Competencies, skills and aspirations (positions, salary, relocation aspects Etc.)
- ▶ Handling recruitment on wide range of skill-sets and the positions i.e., junior, middle and senior management levels. In-depth assessment/analysis of client's requirement.
- ▶ Conducting tests and arranging interview preliminary to final.
- ▶ Sourcing and screening resume from Web Portals and internal Job portals & Social Network.
- ▶ Inform applicants of job responsibility, compensation & benefits, work schedules & working conditions, company policies, promotional opportunities & other related information.
- ▶ Short listing Candidates based on Personal & Professional Skills
- ▶ Client coordination for interviews, feedback and selection list.
- ▶ Pre interview and post interview follow-up with the candidates.
- ▶ Discussing & Negotiating on Salaries & Benefits as per company's policy with short listed candidates.
- ▶ Preparing Job offer Letter & Appointment Letters for Selected Candidates.
- ▶ Maintains department office area in an organized and professional manner
- ▶ Implements and maintains filing system, both in soft and hard copy.
- ▶ Coordinate work with all other branches that spread across the GCC and India.
- ▶ Employee Data Base: Maintenance of HRIS and Time Keeping
- ▶ Employee Relations managing absence, disciplinary, grievances, sickness etc. Measure employee satisfaction and identify areas that require improvement
- ▶ Training - Implementing the training and development agenda; identify areas that need attention and improvement
- ▶ Conducting Induction Training for new hires and Preparation of Salary Statement.
- ▶ Responsible for making arrangement for leave salary, travel tickets, housing allowances, transport allowance and end of service rewards.
- ▶ Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management.
- ▶ Assisting GM & arranging tickets, hotel & fixing appointments with the overseas clients.
- ▶ Reporting Management regarding Employee performance & Efficiency, for taking various decisions.
- ▶ Maintaining High Level of Confidentiality related to HR Matters.



AL AYUNI INVESTMENT AND CONTRACTING CO. (www.alayunigroup.com)
RIYADH ,KSA
AUGUST 2011-DECEMBER 2012

POSITION –HR ADMIN SUPERVISOR

Roles and Responsibilities

- ▶ Performing all functions necessary to successfully provide Human Resources on issues dealing with company policies & procedures and labor law compliance.
- ▶ Hired as new regional office's first H.R. professional before going public. Built entire H.R. dept. with files, systems and legal requirements and added staff.
- ▶ Responsible for managing staffing, compensation, and benefits functions; developing the HR vision and implementing related programs and policies.
- ▶ Managing Human Resources function in large geographical area of KSA.
- ▶ Make and update employee's full database
- ▶ Arrange accommodation, advance payment, safety items and other basic needs that offered in contract letter.
- ▶ Arrange entire employee coverage within 2 weeks, Iqama (Saudi Arabia ID card), medical card, ATM and license in hands of employees within 3-5 weeks.
- ▶ Troubleshoots and recommend solutions to executive management in order to resolve HR issues.
- ▶ Responsible for administered benefit programs, immigration processing, independent contractor administration and ensure timely visa processing.
- ▶ Coordinate and collect weekly report from all site engineers, foremen, equipment in charge and department managers.
- ▶ Arrange ordinary or emergency leave and exit for employees.
- ▶ Keep track of employees' vacation dates and making schedule for the whole year.
- ▶ Counsel management and employees regarding transfers, promotions, and demotions.



TECRITI IT SOLUTIONS, COCHIN, INDIA

MAY 2010-JULY 2011

POSITION –HR ADMIN ASSISTANT

Roles and Responsibilities

- ▶ Staffing Augmentation.
- ▶ Responsible for sourcing, interviewing, screening and placing IT professionals.
- ▶ Work closely with the CEO and hiring managers on the recruiting strategy for future openings to be filled.
- ▶ Follow up monthly Recruitment Targets.
- ▶ Discovering and short listing potential candidates for actual and anticipated organizational vacancies.
- ▶ Follow up monthly Recruitment Targets.
- ▶ Conduct recreational activities for more productive work.
- ▶ Assist management with retention planning.
- ▶ Coordinate workplace needs.
- ▶ Negotiated with qualified candidates compensation and benefits package.

ACADEMIA

Master of Business Administration (MBA) 2009

Vinayaka Mission's University, Tamil Nadu, India

Bachelor of Commerce – 2007

Mahatma Gandhi University –Kerala, India

CERTIFICATIONS



Certified International Corporate Human Resources Manager – 2016

American Institute of Business & Management (Membership # AMAIBM / 10633, www.aibm.us)



International Corporate HR Manager – 2016

Knowledge & Human Development Authority – Dubai.



SAP- HCM – 2010 (End User)

Zabeel International, Cochin



IELTS

Band Score- 0.6

British Council

Graduation Project:

A Study of Absenteeism in the Employees of MAGFIL Ltd. India.

PERSONAL INFORMATION

Date of Birth	:	04.02.1987
Linguistic Proficiency	:	English, Hindi, Arabic (Read & Write, Basic), Malayalam (Native)
Driving License	:	Valid UAE Driving License.
Nationality	:	Indian
Marital status	:	Married

References: Upon Request