

MANASY VEETTINAL THOMAS

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Dhabi Tower
Abu Dhabi, UAE

S **Residence Visa**
(NOC can be obtained)
Valid till 16.02.2024

OBJECTIVE

A competent and organized individual, who is able to work as part of a team and manage several priorities at the same time. I have a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. Possesses superb communications skills, and always treats people with respect and according to their individual needs. As a dedicated HR/Admin professional I fully understand the importance of the HR department to any organization, and therefore aim to make any office I work in as effective and efficient as possible.

EXPERIENCE

Aug 2020 – Present

Freelance HR Consultant • LEGACY GROUP SERVICES, UAQ-
UAE

- Identifying and developing client/business relations.
- Assessing and responding to the needs of each particular client or assignment.
- Sourcing suitable candidates and providing information on client requirements.
- Acquiring candidates mainly for vacancies within UAE and also other GCC countries like Bahrain, Qatar, Saudi and Oman.
- Contacting the potential candidates and interviewing them through video conferencing and via phone.
- Guiding the shortlisted candidates from the interview stage all through their joining process.
- Negotiating pay and salary rates and finalizing arrangement between the client and selected candidate.
- Have strong and proven track record in headhunting and shortlisting and giving clients ideal Executive Staff, Doctors, Nurses, Pharmacists, Accountants, Medical Device specialists, Hospitality Kitchen Crew, Service Crew and Hosts.

EDUCATION

MASTER IN BUSINESS ADMINISTRATION

Sikkim Manipal University
Majored in Management
Information Systems
2011-2014

BACHELOR OF ARTS

Kerala University
Majored in Video Production and
Mass Communication
2008-2011

KEY SKILLS

- PERSEVERANCE
- RELIABILITY & DISCRETION
- ADAPTABILITY
- 48 WPM TYPING SPEED
- ORGANISATIONAL SKILLS
- ATTENTION TO DETAIL
- RISK MANAGEMENT
- PROJECT MANAGEMENT
- TEAM BUILDER
- CUSTOMER SERVICE
- FAST COMPUTER LEARNER
- TIME MANAGEMENT
- UP-TO-DATE

Sept 2018 – July 2020

HR & Admin Manager • FLY FINITY TRAVEL & TOURISM L.L.C
DUBAI






- Managed the recruitment cycle from job description analysis, job posting to recruiting and training and conducted exit interviews.
- Developed analytical report for management of HRMS.
- Supported the management team in the organization analysis.
- Monitored and reviewed the organizational structure and facilitated communications with staff and management.
- Monitored the HR metrics & reporting, to provide the best solution to improve the organization.
- Implemented HR strategies that support business objectives including forecasting staffing needs, managing budgets and overseeing overall employment needs.
- Established workflows, developed new HR policies and procedures, implemented HR transformation and revised it in the future to comply with the requirements.
- Managed annual Manpower Budget planning process and workforce planning.
- Verified all payroll transactions are processed efficiently by updating and maintaining all necessary data.
- Proficiently managed streamlining process encompassing employee engagement and retention, conducted employee survey regularly, monitored reward and compensation.
- Ensured alignment with UAE labor laws in terms of staff contractual documents and ISO Certificate process.
- Ensured to register Emirati and GCC citizen Pension Fund and do the monthly contribution.
- Directed all HR Admin Processes of leave, travel, etc. to ensure they are executed timely and cost effectively in line with the approved HR policies.
- Provided first class employee relation services to management team and all the employees including the manpower contracts staff.

Dec 2014 – Nov 2015

Sales Coordinator • GULF MARKETS INTL Co. W.L.L., BAHRAIN

- Prepared sales quotations, price estimations, agreements, FPO, LPO, spare-parts quotation and maintenance contracts.
- Sent quotations and catalogues through email.
- Configured the specifications and drew through Orona online tool.
- Maintained communication with the clients.
- Got approvals for documents from top level managers and officers and regularly reported enquiries and project status.
- Recorded and maintained records of enquiries, pre-sales and after sales records, service reports and maintenance logs.
- Communicated with principles through phone and email for placing order and did necessary follow ups to get work done.
- Obtained drawing confirmation and material requisition from clients.
- Planned and scheduled delivery of lift materials.

COMMUNICATION

- ENGLISH

- MALAYALAM (NATIVE)

- FRENCH

- HINDI

- TAMIL


SOFTWARES

- MS OFFICE
- ILLUSTRATOR
- PHOTOSHOP
- ORACLE HRMS

CERTIFICATIONS

- **CHRP**
From American Certifications Institute
- **CHRM**
From American Certifications Institute

PERSONAL INFO

- DATE OF BIRTH: 28/03/1990
- NATIONALITY: INDIAN
- MARITAL STATUS: MARRIED

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- Raised invoices, issued cash and cheque receipts as and when the payments were made.
 - Followed up with the clients on sundry payments and outstanding payment for the invoices raised.
 - Coordinated with the technical and sales staff in the division.
 - Supported the division manager for all operational issues.
 - Coordinated with the logistics for timely collection and delivery of materials.
 - Prepared and delivered product presentations.
 - Prepared reports and minutes of the weekly review meetings.
 - Attended sales enquiries or breakdown calls received in the office.

Sept 2011 – Nov 2014

HR & Administration Executive • AL SADAQAH ALUMINIUM,
BAHRAIN

- Interviewed, recruited and managed staff.
 - Provided induction, orientation and onboarding assistance to new employees.
 - Prepared and published job ads and processed incoming resumes.
 - Maintained files and digitized personnel records and company files.
 - Gathered payroll data like personnel working days and bank accounts.
 - Helped creating and modifying company policies.
 - Scheduled job interviews and contact candidates.
 - Regularly updated HR databases by inputting relevant personnel information.
 - Processed employee requests and supported with procedures.
 - Coordinated HR projects, meetings and training seminars.
 - Managed all calls efficiently and addressed queries accordingly.
 - Prepared reports and presentations for internal communications.
 - Prepared passes, identification cards and badges for employees according to their ranks.
 - Served as point of contact between vendors and internal management.
 - Assisted with day-to-day efficient operation of HR office.
 - Searched for new clients who might benefit from company products or services and maximized client potential.
 - Negotiated contract terms and conditions to meet both client and company needs.
 - Managed the sales and inventory of the products.
 - Completed termination paperwork and exit interviews.
 - Maintained records of regular and overtime hours of employees.
 - Prepared client quotations, drawings, provided product education, after-sales support services and managed deliveries in the absence of General Manager.
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