



Anas P T

U.A.E

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HR Generalist

A keen human resource professional with 3 + years of progressive experience seeking a position to utilize my skills and abilities in an industry that offers security and professional growth while being resourceful, innovative and flexible.

Work Experience

Regional HR Generalist

sep 2022 – Present

Grand hyper Qatar

- ✓ Local and overseas recruitment
- ✓ Performance Appraisals
- ✓ Job order creation
- ✓ Payroll & incentives processing
- ✓ HRMS update and module development coordination with IT
- ✓ Disciplinary & Grievance procedures
- ✓ Team Coordination
- ✓ Store visits
- ✓ Employee relation
- ✓ Employee engagement
- ✓ L&D coordination
- ✓ Determining suitable salary and remuneration.
- ✓ Vacation planning
- ✓ HR induction
- ✓ Exit interviews & process

Zonal HR Generalist

Jan 2021 – Sep 2022

oppo

- ✓ Handled 7 districts across North Kerala
- ✓ End to end Recruitment
- ✓ Employee engagement
- ✓ HR induction
- ✓ Team Coordination
- ✓ Disciplinary & Grievance procedures
- ✓ Performance appraisals
- ✓ Retention coordination
- ✓ Legal documents inspection
- ✓ Store visits

- ✓ Offer Negotiation
- ✓ Exit interviews & process
- ✓ Key contact person between employees and the department.

HR officer
my G Digital

Dec 2019 - Jan 2021

- ✓ handled 5 districts across North kerala.
- ✓ -End to end recruitment for the allotted regions
- ✓ Performance management
- ✓ Employee engagement
- ✓ Employee relations
- ✓ HR induction
- ✓ Grievance handling
- ✓ Brand coordination
- ✓ Exit interviews
- ✓ Document inspection
- ✓ Store visits
- ✓ HR BP activities
- ✓ Inaugural administration duties
- ✓ Performed as the key contact person between employees and the department.

English trainer
English House

Apr 2019 - Jun 2020

- ✓ Job Role - Providing inter-mediate level online grammar training for the students,doubt clearance,supporting communicative english etc.

Education

Master in Business Administration
Calicut university

2018 - 2020

- ✓ Specialized in Human Resources and Marketing

Bachelor of Business Management
Amrita University

2015 - 2018

- ✓ Graduated with a 6.7 GPA.
- ✓ Specialized in HR and portfolio Management.

Biology Science
GVHSS Thamarassery

2013-2015

Skills

Recruitment,Logical and critical Reasoning,Communication,Team management and Technical skills

Language skills

- ✓ English - Read , write ,speak
- ✓ Arabic - Read , Write
- ✓ Malayalam - Read , write , speak
- ✓ Hindi - Read ,write

Projects

Upselling and cross selling strategies of LG electronics in mysore city.
A micro study on marketing strategies of bajaj automobiles in mysore city

jul 2018 - Dec 2018
Jan 2015 - May 2015

Reference

- ✓ Sibin - +91 88915 95929
- ✓ Mahfoos-+91 97462 33745
- ✓ PM Usha - pmusha.72@gmail.com