

BIBINA

JENY XAVIER

Human Resource Executive

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◇ ABOUT ME

A dedicated **Human Resource Executive** with a keen eye for **organizational efficiency, talent management, and employee relations**. Skilled in **workforce coordination, performance management, handling recruitment and conflict resolution** to foster a productive and positive workplace. Experienced in **streamlining workflows, ensuring compliance with company policies, and facilitating cross-functional collaboration** to achieve business objectives.

◇ PROFESSIONAL EXPERIENCE

❖ **UNZ Business Solutions Pvt Ltd, INDIA** AUG 2022 – APR 2024
BUSINESS DEVELOPMENT OFFICER

- **Led market research initiatives**, driving innovative business strategies and identifying new opportunities.
- **Developed and executed marketing plans** to align with department goals and business growth.
- **Conducted in-depth market analysis** to understand customer demographics and enhance product offerings.
- **Managed the end-to-end recruitment process**, from sourcing candidates to onboarding.
- **Conducted interviews and facilitated hiring decisions** to build a strong workforce.
- **Organized and oversaw training programs** to ensure seamless employee integration and skill development.
- **Handled employee relations**, fostering a positive and productive workplace culture.
- **Monitored staff performance** and implemented strategies for continuous improvement.
- **Managed leave and attendance records**, ensuring compliance with company policies.
- **Maintained accurate records of clients and partners**, supporting long-term business relationships.
- **Collaborated with cross-functional teams** to streamline internal processes and improve operational efficiency.
- **Prepared detailed business reports and presentations** to support data-driven decision-making by senior leadership.
- **Assisted in budgeting and expense tracking** to align departmental spending with organizational goals.
- **Coordinated client meetings and managed follow-ups** to strengthen business relationships and service continuity.

◇ SOFT SKILLS

MS – Office (Advanced)

◇ EDUCATION

❖ MASTER OF BUSINESS

ADMINISTRATION

- M.B.A. in HR & MARKETING
- ANNA UNIVERSITY, CHENNAI

❖ BACHELOR OF SCIENCE

- B.Sc. PHYSICS
- M.S. UNIVERSITY, THIRUNELVELI

◇ LANGUAGES

ENGLISH

HINDI

TAMIL

MALAYALAM

◇ SKILLS

- MOTIVATIONAL LEADERSHIP
- INTERPERSONAL SKILLS
- EFFECTIVE COMMUNICATION
- CONFLICT RESOLUTION
- TEAM COLLABORATION
- EMPLOYEE ENGAGEMENT
- PERFORMANCE MANAGEMENT
- TALENT ACQUISITION
- STAFF DEVELOPMENT
- POLICY IMPLEMENTATION
- WORKFORCE PLANNING

◇ PERSONAL DETAILS

DATE OF BIRTH

24 - JUL - 1995

NATIONALITY

INDIAN

VISA STATUS

Visit Visa

(Available to join immediately)

MARITAL STATUS

MARRIED

◇ LINKS

- ❖ <https://www.linkedin.com/in/bibina-xavier-868128175/>

❖ SHARP GAZE TECH, CHENNAI

JAN 2021 – JUN 2022

HR RECRUITER

- **Designed and implemented job posting strategies** across digital platforms to attract a diverse pool of qualified candidates.
- **Reviewed and filtered high volumes of applications** to identify top talent efficiently and support seamless recruitment operations.
- **Facilitated candidate evaluations** through structured assessments and profile matching to ensure alignment with job specifications.
- **Collaborated with hiring managers** to understand the requirement of the role and deliver tailored sourcing strategies for each position.
- **Maintained recruitment documentation and candidate databases** to support transparency and compliance throughout the process.
- **Managed the complete recruitment cycle**, from sourcing and screening candidates to onboarding and integration.

◇ PROJECTS

❖ SSN MINERAL FACTORY

JUN 2016 - JUL 2016

- **Performed an in-depth organizational analysis** to evaluate existing operational workflows and identify areas for improvement.
- **Delivered actionable insights and strategic recommendations** to enhance overall organizational efficiency and performance.
- **Assessed internal processes and resource utilization** to uncover bottlenecks and streamline productivity.
- **Collaborated with key stakeholders** to implement improvement plans and monitor their impact on organizational outcomes.
- **Conducted benchmarking studies** to compare organizational practices with industry standards and drive competitive improvements.

❖ MILMA DIARY, TRIVANDRUM

JAN 2017 - JUN 2017

- **Conducted a customer satisfaction analysis** focused on milk and dairy product offerings to evaluate consumer perceptions.
- **Performed targeted market research** to gain insights into customer preferences, purchasing behavior, and product performance.
- **Designed and executed marketing initiatives** aimed at enhancing customer engagement, building brand loyalty, and strengthening client relationships.
- **Analyzed competitor strategies and market trends** to identify growth opportunities and refine product positioning.

◇ DECLARATION

I hereby declare that the information provided above is true, accurate and complete to the best of my knowledge and belief.

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