

MOHAMED HAJI AMEERUDEEN

HUMAN RESOURCES EXECUTIVE

PROFILE SUMMARY

Experienced and detail-oriented HR field with over 10 years of expertise in managing Human Resources and Administration operations, maintaining accurate records and ensuring regulatory compliance. Proficient in Skilled in managing the full employee lifecycle, including onboarding, offboarding, employee relations, performance Proven ability to implement HR policies effectively, foster strong business partnerships, and support to support strategic decision-making. Recognized for strong collaboration and communication skills and for consistently. Committed to upholding accuracy, integrity and supporting organizational objectives.

WORK EXPERIENCE

Human Resources Executive

Pearl Garden Landscape and Irrigation Services LLC, Dubai, UAE

(A member of Economic Group Holdings)

June 2017 - Present

Roles and Responsibilities

- Developed, implemented, and continuously improved HR strategies, policies, and procedures aligned with company goals and UAE labor laws
- Independently managed administrative functions, coordinated staff and client meetings/conferences, and maintained proficiency in Microsoft Office applications.
- Managed end-to-end recruitment process, including manpower planning, job postings, screening, interviewing, and onboarding of candidates across various departments.
- Acted as a liaison between management and employees, resolving grievances, fostering a positive work environment, and ensuring high levels of employee engagement and retention.
- Designed and managed performance appraisal systems; facilitated periodic reviews, feedback sessions, and performance improvement plans
- Administered payroll, handled salary structuring, managed employee benefits, and ensured compliance with legal and organizational compensation standards.
- Identified skill gaps and coordinated internal and external training programs to enhance workforce capabilities and promote career development

CONTACT ME

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 hajameer90@gmail.com

 Dubai, UAE

EDUCATION

Bachelor of Computer Science

Pondicherry University | 2013

KEY SKILLS

- Recruitment & Talent Acquisition
- Labor and Employment Law
- Leadership development
- Budgeting & Forecasting
- Employee Relations
- Performance Management
- HR Policies & Compliance
- Payroll Processing
- Onboarding & Offboarding
- Training & Development
- HRIS
- Workforce Planning
- Employee Engagement
- Documentation & Reporting
- Administrative Support
- Teamwork & Collaboration

SOFTWARE PROFICIENCY

- Focal ERP
- AI - Tools
- Photoshop
- MS Office Suite

DRIVING LICENCE

- **Valid UAE driving licence Holder**

- Supervised HR operations including leave management, attendance, visa processing, and documentation, ensuring compliance with labor laws and company policies.
- Maintained and updated HR information systems (HRIS); prepared HR reports and dashboards for management decision-making.
- Handled complete onboarding process including induction, documentation, and orientation; managed smooth exit procedures and final settlements.
- Ensured adherence to company policies and conducted disciplinary actions and investigations as required, maintaining confidentiality and fairness.

ADMINISTRATIVE ASSISTANT

Gulf Inject LLC, Dubai, UAE (A member of Julphar Group of Company)
Sep 2013 - Nov 2016

Roles and Responsibilities

- Provided Administrative support to the Production departments, ensuring smooth day-to-day office functions.
- Oversaw procurement and decision-making related to new computer equipment purchases and upgrades for office infrastructure.
- Coordinated internal communications, including scheduling meetings, handling correspondence, and maintaining official records.
- Assisted in employee onboarding processes by preparing documentation, maintaining personnel files, and facilitating induction sessions.
- Managed inventory of office supplies and liaised with vendors to ensure timely procurement and cost-effective purchasing.
- Supported Attendance records, leave balances, and ensuring data accuracy for HR and Accounts teams.
- Handled visa processing and coordination with PRO services for employee work permits, medicals, and Emirates ID applications.
- Maintained confidential records in compliance with company policies and UAE labor laws.
- Assisted in organizing internal events, trainings,
- Monitored office maintenance and coordinated with facility management for timely repairs and upkeep.
- Documentation as per the GDP guidelines.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

MOHAMED HAJI AMEERUDEEN M



SOFT SKILLS

- Communication
- Leadership
- Critical Thinking
- Decision Making
- Problem Solving
- Time Management
- Attention to Detail

STRENGTHS & QUALITIES

- Diligence in ensuring accuracy and quality in work.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.
- Encouraging and inspiring people to do their best.

PERSONAL INFO

- Nationality : Indian
- Date of Birth : 24/07/1990
- Passport No. : T 8953935
- Visa Status : Employment

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam