



ADIL N KARIM

Senior Executive - HR & Admin

Details

Address

ADIL MANZIL,
KATTUMURAKKAL,
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TRIVANDRUM, KERALA,
695304
INDIA

Phone



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(UAE)
+91 9961858975
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Email

adil4log@gmail.com

Date / Place of birth

28/05/1988
TRIVANDRUM

Nationality

INDIAN

Skills

Time Management



Computer Skills



Leadership



Adaptability



Fast Learner



Human Relations



Microsoft PowerPoint



Payroll



Microsoft Excel



Profile

A team player, with a commitment to HR activities, and possesses a long track record of working in various administrative roles, coupled with good PC skills and the ability to communicate confidently at all levels. I have a highly organized approach, plenty of initiative and a genuine desire to contribute to the ongoing success of your Office. I have a reputation for delivering a high quality, personal service to both junior and senior work colleagues. Apart from being immediately available, I also have a strong background in general administration along with experience of employee management. Right now, I am looking for a key support role where I would have a responsibility for the administrative and HR processes within the Office.

Employment History

SENIOR EXECUTIVE - HR & Admin, DECCAN ISERVICES PVT. LTD.

May 2019 — Present



Technopark, Trivandrum, KERALA, INDIA

- HR Generalist Partnered with employees and management to communicate various HR policies, procedures, standards and regulations.
- Processed terminations, leave of absence requests, promotions, internal transfers, contractors and new hires.
- Conducted weekly new hire orientations for full time EE, company temps, agency temps and interns.
- Assisted in full recruitment such as placing ads on internal/external job boards, arranging interviews, making job offers and organizing start dates. Maintained HR system by posting new position, updating changes, and tracking applicant information.
- Partnered with HR Business Partner in EE relations, Workers Compensation and Leave of Absence administration.
- Managed HRIS and compiled reports from database.
- Organized training schedules for new and existing staff and kept training records up to date.
- Assisted in the training and developing the skills of employees.
- Supported HR Business Partner in performance and Talent Management process.

ADMIN OFFICER & COORDINATOR, EVEREST INTERNATIONAL CONSULTANCY & HR SOLUTIONS.

Dec 2017 — Dec 2018



Ajman, UAE

- Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.
- Following standardized company procedures relating to all aspects of Office performance.
- Interviewing, short listing and recruiting candidates.
- Answering incoming calls in a professional manner.

Microsoft Office



Administration



Communication Skills



Employee Relations



Problem Solving



Employee Recruitment & Retention



Auto-desk



3dsMax AutoCAD



Adobe Dream-weaver



Web Designing



V Ray




Auto-desk Revit



- Led recruitment efforts and training of new employees.
- Assisted with the recruiting and interviewing of new and potential employees. Organized and prioritized work to complete assignments in a timely, efficient manner.
- Served as a friendly, hardworking, and punctual employee.

OFFICE ADMINISTRATOR & STOCK CONTROL, ALKANZ FOODSTUFFS IND LLC

Jan 2014 — Jan 2015  Sharjah, UAE

- Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.
- Following standardized company procedures relating to all aspects of Office performance.
- Answering incoming calls in a professional manner.
- Maintaining suitable and sufficient office stationery levels.
- Establishing stationary requirements for the Office.
- Coordinating and communicating social activities for the office staffs.
- Tracking shipments, overseeing inventory audits and maintaining reports of purchases and pricing.
- Monitors and maintains current inventory levels.
- Processes purchasing orders as required. Tracks orders and investigates problems.
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Maintain the supply and demand of inventory, and ensuring that there are adequate stocks available.

Languages

English



Hindi



Malayalam



Tamil



Arabic



Sales Executive, Hercules Automobiles

May 2013 — Dec 2013  Trivandrum, KERALA, INDIA

- Develops buyers by maintaining rapport with previous customers; suggesting trade-ins; meeting prospects at community activities; greeting drop-ins; responding to inquiries; recommending sales campaigns and promotions.
- Qualifies buyers by understanding buyer's requirements and interests; matching requirements and interests to various models; building rapport.
- Demonstrates automobiles by explaining characteristics, capabilities, and features; taking drives; explaining warranties and services.
- Closes sales by overcoming objections; asking for safes: negotiating price; completing sales or purchase contracts; explaining provisions; explaining and offering warranties, services, and financing; collects payment; delivers automobile.
- Provides sales management information by completing reports.

Hobbies

Photography

Watching Movies(Any language)

Travelling

Exploring new Locations


PROCESSOR, REVENUEMED INDIA PVT. LTD., TECHNOPARK

Sep 2011 — Apr 2013  Trivandrum, KERALA, INDIA

- Abstract the information from the patient medical records, read and interpret the medical documentation and translate the diseases and procedure information in the form of numerical and alphanumerical codes appropriately and accurately. Assisting in SAP
- Assign the appropriate codes which correspond to a charge and eventually converted into dollars which are utilized by insurance providers for compensating the health care providers.

Education

**Bharathiar University,
MBA - Human Resources Management**

2020 - 2022  Coimbatore, Tamil Nadu, India


**TRAVANCORE ENGINEERING COLLEGE, Oyoor,-
B-TECH Computer Science & Engineering**

2005 - 2009  Kollam, Kerala, India

THSS, Attingal, Higher Secondary Education (HSE- 12th level)

2003 - 2005  Trivandrum, Kerala, India

**Seethi Sahib Memorial Higher Secondary School, -
SSLC (10th Level)**

2003  Trivandrum, Kerala, India

Courses

Red-hat Certified Engineer, Red Hat, Inc

Diploma in Interior Designing

Diploma in Web Designing

In conclusion, I think that my background and skill sets have prepared me to be a successful contributing team member in this type of environment and for an organization exactly like yours. Thank you so much for your time and consideration.

Yours sincerely,

Adil N Karim

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