

IMMANUVAL FERNANDO

HR / ADMIN OFFICER

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Contact No: +971 504243225

Visit visa valid until :05 OCT 2024



PROFILE SNAPSHOT

- A highly dedicated and responsible HR Officer with a broad –based expertise in recruiting, employee relations, benefits and payroll.
- Collaborates with multiple levels of an organization to align goals and achieve common objectives.

EDUCATION

- **Master of Business Administration [MBA- HR Marketing]** (April 2023)
Maria College of Engineering and Technology, Tamilnadu (Anna University)
Project – A study on customer satisfaction on United Electrical Industries, Kollam (6 months)
- **Bachelor of Business Administration [Business Study]** (September 2021)
Nanjil Catholic College of Arts and Science, Tamiladu (MS University)
Project – A study on employee morale in Kerala Automobiles Limited

WORK EXPERIENCE

- **HR OFFICER**
Family Plastic and Thermoware Company, Kerala
(01-Sep-2023 to 18-Apr-2024)

Key Responsibilities

- Arranging shift registers by analyzing the machine floor register ESI procedures and PF procedures
- Posting vacancies in portal
- Manpower arrangement
- Salary slip distribution
- Daily ESSL checkout including punching machines
- Maintaining accident reports
- Checking absent or leave reports
- Rent analysis and maintaining proper registers
- Employee Updating

▪ **HR EXECUTIVE**

TATA MOTORS - Trivandrum, Kerala (01-June 2022 to 20-Aug-2023)

Key Responsibilities

- Managing the hiring process of new employees
- Maintaining Employee data
- Execution of employee's performance review procedures
- Planning and forming employee benefits package
- Rent analysis and maintaining proper registers

LANGUAGES

English	-	Proficient
Hindi	-	Intermediate
Malayalam	-	Proficient

SKILLS

- Interpersonal Ability
- Multitasking
- Adaptability
- Objectivity and Critical Thinking
- Leadership and Decision Making
- Microsoft Office
- Google docs
- Canva and photoshop editing skill
- Meta, Google, Facebook, Instagram advertising and campaign doing skills

Permanent Address

Thottathuvilakam Veedu, Balaramapuram P.O, Thiruvananthapuram – Dist, Kerala, India.

Present Address

Room 307, Maitha Building, Al Qasimia, Sharjah.

Passport Details

Passport No	-	Y6596196
Date of Issue	-	08/08/2023
Date of Expiry	-	07/08/2033
Place of Issue	-	THIRUVANANTHAPURAM

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief. If I am offered an opportunity to work, I will discharge the duties entrusted to me to the best of my capacity and to the entire satisfaction of my superiors.

Sharjah

27-09-2024

Immanuval Fernando