



JUSAIRA K

HR Executive

Contact

Address
Naad Al Hammar, Dubai,
United Arab Emirates 500001

Phone
0568447891

E-mail
jusipookkom@gmail.com

Skills

- Employee Relations
- HR Policy Development
- Performance Management
- Payroll Administration
- Compensation & Benefits
- Training & Development
- Employee Engagement
- Labor Law Compliance
- Conflict Resolution
- Staffing & Workforce Planning

A dedicated HR Executive with over 5 years of experience in human resources and academic consulting. Skilled in recruitment, employee relations, payroll administration, and performance management. Proficient in developing HR policies, ensuring labor law compliance, and fostering a positive work culture. Experienced in training & development, staffing, onboarding, and conflict resolution. Strong in data management, employee engagement, and supporting organizational growth through succession planning and change management. Committed to enhancing employee satisfaction and optimizing business performance.

Work History

2020-01 - 2022-04	<div>HR Executive</div> <div><i>Duratech Solutions Private Limited, Kerala, India</i></div> <div><ul style="list-style-type: none">• Manage the recruitment process, including job posting, screening, interviewing, and onboarding new hires.• Address employee issues, resolve conflicts, and create a positive work environment.• Develop and enforce HR policies, ensuring compliance with labor laws and company standards.• Develop and enforce HR policies, ensuring compliance with labor laws and company standards.• Oversee performance reviews, set objectives, and support employee development initiatives.• Administer payroll, manage employee benefits, and ensure accurate attendance and leave records.• Identify training needs and organize employee development programs to enhance skills.• Maintain accurate, confidential employee records and generate HR reports as needed.• Stimulated employee engagement, loyalty, and commitment to values and culture of company, resulting in 15% retention rate increase.</div>
2016-06 - 2019-05	<div>Academic Consultant</div> <div><i>T.I.M.E Institute of Management Education, Calicut, Kerala</i></div> <div><ul style="list-style-type: none">• Provide career counseling and academic guidance to students, helping them select</div>

- Onboarding & Offboarding
- Data Management & Reporting
- Team Collaboration
- Organizational Development
- Time & Attendance Management
- Employee Wellness Programs

Personal Details

Date of Birth: 24/12/1993

Nationality: Indian

Marital Status: Married

Visa Status: Visit Visa

Gender: Female

Passport: U3691870

Languages

English
Bilingual or Proficient (C2)

Arabic
Upper intermediate (B2)

Malayalam
Bilingual or Proficient (C2)

Hindi
Upper intermediate (B2)

Tamil
Intermediate (B1)

- suitable courses and programs.
- Develop and deliver training materials and conduct interactive sessions for management education programs.
 - Track and evaluate student progress, offering constructive feedback to improve learning outcomes.
 - Plan and execute workshops, seminars, and additional training sessions to enhance student skills.
 - Build and maintain relationships with prospective students, parents, and institutions to meet their academic needs.
 - Assist in promoting academic programs and increase student enrollment through presentations and marketing activities.
 - Manage student records, assist with scheduling, and collaborate with the team to ensure smooth program execution.
 - Managed approximately 25 incoming calls, emails and faxes per day from customers.

Education

2022-06 - 2024-05	Bachelor of Education: Physical Science <i>TNTEU University - Tamilnadu, India</i>
2014-06 - 2016-05	MBA: Finance And Human Resources <i>Kannur University - Kerala, India</i>
2011-01 - 2014-05	Bachelor of Science: Polymer Chemistry <i>Kannur University - Kerala, India</i>

Interests

- Creative Writing
- Culinary Exploration
- Community Volunteering
- Digital Marketing & Social Media Trends

Mentorship & Coaching

Public Speaking & Presentation Skills

Projects

- **A Study on Employee Job Satisfaction at Hilton Polymers, Calicut, Kerala (2 Months)**

Conducted a two-month study on employee job satisfaction at Hilton Polymers, Calicut, analyzing key factors such as work-life balance, management practices, and compensation. The study provided actionable insights and recommendations to improve employee engagement, retention, and overall workplace satisfaction.

- **Organizational Study at Chirackal Agro Mills (Periyar Rice) Ernakulam, Kerala (1 Month)**

Conducted a one-month organizational study at Chirackal Agro Mills (Periyar Rice), Ernakulam, focusing on operational efficiency, workforce management, and employee satisfaction. Provided actionable recommendations to enhance performance and internal processes.

Achievements & Awards

- Employee of the Year in Duratech Solutions Pvt Ltd
- Perfect Attendance Award
- Best Volunteer Award
- HR Excellence Award
- Top Performer Award in T.I.M.E Institute of Management Education