



JITHIN MADATHIL POYIL

ASSISTANT HR MANAGER

OBJECTIVE

Dedicated HR professional with over 7 years of experience in managing human resources and administrative operations across the competitive industry in the UAE. Exhibits a strong track record in developing and implementing effective HR policies, driving recruitment strategies, and managing employee relations, leading to enhanced employee satisfaction and organizational performance. Proficient in utilizing Focus ERP Solution to streamline HR processes, ensuring data accuracy and operational efficiency. Known for exceptional communication skills and a commitment to fostering inclusive workplace cultures. Eager to leverage my HR management and technological expertise in a dynamic Assistant HR Manager role to contribute to the strategic growth and employee development of a progressive organization.

PROFESSIONAL COURSES & CERTIFICATION

Accounts Pro (Tally, Peachtree, QuickBooks)
Institute: Aptech Computer Education

EXPERIENCE

1. Admin Manager

Nak Foodstuff, UAE
April 2023 – Present

Responsibilities

- **Operational Efficiency:** Enhanced operational processes for improved efficiency and productivity.
- **Team Leadership:** Led an administrative team, promoting collaboration and job satisfaction.
- **Policy Implementation:** Enforced policies aligning with organizational goals and compliance requirements.
- **Financial Oversight:** Managed budgets and financial reporting to optimize resource use.
- **Stakeholder Communication:** Ensured clear stakeholder engagement.
- **Technology Integration:** Utilized Focus ERP Solution for improved data management and operational support.
- **Compliance Management:** Ensured adherence to legal and regulatory standards, mitigating risks.
- **Project Management:** Led projects to timely and budgeted completion.

2. Assistant HR Manager

Eat and Drink Group Restaurant, UAE
2016 – March 2023

Responsibilities

- **Payroll Management:** Supervised payroll accuracy, responded to inquiries, and managed WPS activities including SIF file preparation.
- **Documentation Handling:** Managed all employee documentation tasks, including visa, labor card, and health card processing.

CONTACT

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📍 UAE

EDUCATION

Degree: Bachelor of Commerce
(Accounting & Co-operation)

Calicut University, India

SKILLS

- Human Resources Management
- Talent Acquisition & Recruitment
- Employee Relations & Engagement
- Performance Management Systems
- Training & Development
- HR Policy Formulation & Implementation
- Payroll Processing & Benefits Administration
- Compliance & Regulatory Affairs
- Sales Strategy & Execution
- Customer Relationship Management (CRM)
- Market Analysis & Trend Insight
- Product Demonstration & Presentation
- Negotiation & Deal Closing
- Financial Reporting & Budget Management
- Lead Generation Techniques
- Team Leadership & Collaboration
- ERP System Integration
- MS office Suite (Word, Excel, PowerPoint)
- Focus ERP Solutions

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

PERSONAL DETAILS

Nationality: Indian
Visa Status: Employment
Passport Number: S8782986
Date of Expiry : 17/10/2030
Date of Issue: 18/10/2020
Licenses: UAE Light Vehicle Driving
License

- Strategic Market Expansion: Drive brand expansion across the UAE, identifying new opportunities for growth.
- Workforce Management: Effectively manage and support a diverse team of over 1000 employees across 50+ outlets.
- HR Strategy Implementation: Implemented strategies across outlets to meet business goals.
- Talent Acquisition: Reduced turnover with effective hiring.
- Employee Relations: Boosted engagement and resolved issues.
- Training and Development: Enhanced skills through targeted programs.
- Performance Management: Streamlined evaluations to align with goals.
- HR Policy Development: Established policies for compliance and culture.
- Payroll and Benefits Administration: Ensured accurate and prompt payroll/benefits.
- Team Leadership: Led HR team, fostering collaboration and growth.

3. Sales Executive

Indus Motors
2013 – 2015

Responsibilities

- Customer Engagement: Enhanced customer relationships, boosting satisfaction.
- Sales Strategies: Executed strategies to surpass sales targets.
- Product Presentation: Showcased product advantages through demos.
- Market Analysis: Identified sales opportunities from market trends.
- Client Portfolio Management: Grew and maintained client portfolios.
- Negotiation: Secured deals through effective negotiation.
- Sales Reporting: Compiled sales performance reports.
- Lead Generation: Implemented strategies to generate new leads.