



MEENU SHAJI

Experienced HR Manager with over 7 years of dedicated service in the field of HR. Proven track record of effectively supporting HR operations and contributing to the growth and success of organizations. Ready to leverage expertise to drive HR excellence and help organizations achieve their strategic goals.

KEY SKILLS

Team Work

Work Ethic

Communication

Leadership

Organization skills

Time Management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

EMPLOYMENT CHRONICLE

HR MANAGER | 01 Jan 2016-30 Aug 2023

NIYOGA JOBS CONSULTANT PVT LTD, KERALA, INDIA

KEY RESPONSIBILITIES

- Developing and implementing effective recruitment strategies.
- Identifying staffing needs and creating job descriptions.
- Conducting interviews and selecting qualified candidates.
- Onboarding and orientation of new employees.
- Managing employee relations issues, conflicts, and grievances.
- Identifying training needs and organizing relevant training programs.
- Developing career development plans for employees.
- Administering compensation and benefits programs.
- Ensuring timely payment of salary, EPF, ESI etc
- Managing employee payroll and benefits enrollment.
- Developing and implementing HR policies and procedures.
- Ensuring compliance with labor laws and regulations.
- Managing employee health and wellness initiatives.
- Maintaining training documents and MIS report.
- Using data to improve HR processes and strategies.

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 22/02/1996
Nationality	: Indian
Marital Status	: Married
Passport No	: Y8604881
Visa Status	: Visit Visa
Language	: English, Hindi, Tamil, Malayalam

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

CONTACT

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DUBAI, UAE

ACADEMIC CREDENTIALS

**BACHELOR OF BUSINESS
ADMINISTRATION | 2016 | A grade**

HIGHER SECONDARY | 2013 | 75%

- Board of Higher Secondary Examination, Kerala, India
- St. Govt Higher Secondary School Kallar

SSLC | 2011

- Board of Public Examination, Kerala, India

PROFESSIONAL SKILLS

- Recruitment and Staffing
- Employee Onboarding and Orientation
- HR Policies and Compliance
- Performance Management
- Payroll
- Training and Development
- Talent Management
- HR Analytics and Reporting
- Legal Compliance

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operation	★★★★★
Internet & E- Mail	★★★★★