

Rishan Abdulla

HR EXECUTIVE



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🏠 Single in Rishan Abdulla P

📍 DUBAI - UAE

Skills

Ability to work under pressure	● ● ● ● ●
Team management	● ● ● ● ●
Communication&Interpersonal skill	● ● ● ● ●
Quick learning	● ● ● ● ●
Organizational skills	● ● ● ● ●
Problem solving	● ● ● ● ●
Decision-making	● ● ● ● ●
Administrative Skills	● ● ● ● ●
Mentoring Skills	● ● ● ● ●
Microsoft Excel	● ● ● ● ●
Microsoft MS OFFICE	● ● ● ● ●

Interests

- Riding
- Traveling
- Drawing

Languages

English	_____
Malayalam	_____
Hindi	_____
Tamil	_____

Profile

HR professional with exceptional leadership, communication, and interpersonal skills, hopeful for an HR position to lead process transformation and innovative cutting edge employee solutions. Graduate with proven communication, emotionally intelligent and computer-savvy with an Masters in Business Administration

Professional Experience

Human Resource Executive,
Nesto Group International (Western International LLC)
03/2023 – present | UAE

- Monitoring employee progress and promoting accordingly
- Creating training programs for employees
- Coordinating work programs for managers and employees
- Interpreting and implementing labor laws
- Creating a comfortable environment for employees where they can raise issues and receive help
- Managing and looking after HR related matters of over 500 staffs in the store.
- Have experience in using HRM software and managing employee data.
- Have experience in employee asset management.
- Performing payroll confirmation.
- Handling grievances & concerns related to settlement, mediclaim, leaves, expense claiming and others.
- Managing visa renewal & performance appraisal processes.
- Managing staff accommodation and tenancy updation.
- Looking after staff attendance and punching reports.
- Staff induction procedures.

Team leader, Reliance Retail 📍

08/2021 – 09/2022 | Kerala, India

- Handled workforce planning by allocating qualified staff members based on the business requirement and the available staff's strengths.
- Spearheaded staff training and orientation sessions to better prepare them for their roles and help them adapt to any changes in team roles or structure.
- Guided the staff with procedures such as applying for provident fund withdrawal, applying for long leaves, work scheduling, applying for allowances, and end of the service process.
- Directed the team members in performance management and talent management by giving necessary training and motivation to bring out the best in them.

Education

Master Of Business Administration,
Narsee Monjee Institute Of Management Studies (NMIMS)
2021 – 2023

Bachelor Of Business Administration, Kannur University
2018 – 2021