

SHAFEEK MN

**4 years of experience in Middle East.
Immediately Available for HR, Admin &
Documentation roles.**

Highly organized and detail-oriented HR Coordinator with a strong background in recruitment and employee records management. Experienced in assisting with the end-to-end recruitment process, including candidate sourcing, screening, and onboarding. Committed to staying updated on HR best practices and trends.

KEY SKILLS

HR & Administration

Recruitment

Employee Documentation

Employee Relations

Data Management

Job Postings

Attendance Management

Payroll Management

Time Management

EMPLOYMENT CHRONICLE

HR COORDINATOR | Sept 2022 – Feb 2023

QATAR STAR SERVICES THE PART OF FIFA WORLD CUP 2022, DOHA, QATAR

- Managing and interacting with 1500+ staff all over the world.
- Maintain and update employee records.
- Handling all labour-related issues.
- Monitored, recorded daily attendance, and processed payroll.
- Schedule and conduct training, meetings, and programs.
- Preparing daily reports and presenting to FIFA, venue manager, and head of departments.
- Issue access cards, uniforms, and salary cards.
- Check and maintain reports on overtime, late coming, and absenteeism.

HR ADMIN ASSISTANT | Oct 2020 – Aug 2022

WARD AL YASMEEN TRADING CO. W.L.L, DOHA, QATAR

- Maintain digital and electronic records of employees.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Conduct orientations and update records for new staff.
- Implement new strategies in HR operations.
- Manage employee attendance and punching.
- Stay up to date with the latest HR trends and best practices.
- Assist with the recruitment process by identifying candidates, conducting reference checks, and issuing employment contracts.

OFFICE ADMIN ASSISTANT | Jul 2017 – Nov 2019

MAX EXPRESS COURIER SERVICE L.L.C, DUBAI, UAE

- Oversee all administrative processes, including the filing system for new and existing clients and creation of the master schedule.
- Edit documents for accuracy.
- Perform various administrative duties such as filing, typing, copying, binding, and scanning.
- Manage employee attendance and punching.
- Maintain executive correspondence by fielding calls, reading and responding to emails, and organizing mail.

CONTACT DETAILS

+971 551629101

mnshafeek12101@gmail.com

Dubai, UAE

ACADEMIC CREDENTIALS

BACHELOR OF BUSINESS

ADMINISTRATION – HR

- University of Calicut

HIGHER SECONDARY

SSLC

PROFESSIONAL QUALIFICATIONS

- Diploma in Indian and Foreign Accounting – IAB
- Certificate course in Graphic design
- Advanced Management training- Saanvi HR Academy

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★

HR Operations ★ ★ ★ ★ ★

Administration ★ ★ ★ ★ ★

LANGUAGES KNOWN


English 100 %

Hindi 85 %


Malayalam 100 %

Arabic 85 %


INTERESTS




Sports




Travelling



Reading



Photography



Learning language

REFERENCE

- Available upon request

OTHER SKILLS

- Communication Skills
- Leadership Skills
- Filing and Documentation
- Social Media
- Team work and coordination

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 29-07-1992
Nationality	: Indian
Marital Status	: Married
Visa Status	: Visit Visa

DECLARATION

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

SHAFEEK MN