

SIBIN ALOOKARAN MOIDEEN KUTTY

Dynamic professional with a background in HR, administration. Proven success in the field of human resource management and office administration. Completed Master of Business Administration. Detail-oriented and accountable with a strong commitment to delivering high-quality results. Eager to leverage skills and experiences for organizational success.

KEY SKILLS

Problem solving

Analytical skills

Customer service

Data Entry

Decision-making

Positive Attitude

Work Ethic

Training skills

Hardworking

Content Creation

EMPLOYMENT CHRONICLE

HR & OFFICE COORDINATOR | 2021 – 2023

MAKUNUDHOO GOVERNMENT HIGH SCHOOL, MALDIVES, CAMBRIDGE, IGCSE

KEY RESPONSIBILITIES

- Schedule meetings, interviews, HR events etc. and maintain the team's agenda
- Responding to internal and external HR related inquiries.
- Perform orientations, onboarding and update records with new hires
- Assist in general HR functions, like collection of employee feedback
- Guide and coordinate training sessions and seminars.
- Communicate with parents, regulatory bodies and the public.

HR Executive | 2018 – 2021

Sun Flag Trading and Contracting W.L.L

KEY RESPONSIBILITIES

- Assist the HR Team in overall general HR practices.
- Maintain the documents regarding the HR department.
- Involve in hiring process like talent acquisition and selection of right employees for the job.
- Involved in Induction/Training process.
- Maintain finest relationship with the workforce of the company.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.



CONTACT DETAILS

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+91 8086640601 (IND)

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Deira, Dubai, UAE

ACADEMIC CREDENTIALS

MASTER OF BUSINESS ADMINISTRATION (MBA)

APJ Abdul Kalam Technological University

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Mahatma Gandhi University

HIGHER SECONDARY

Board of Higher Secondary Examinations

SSLC

Board of Public Examinations

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★

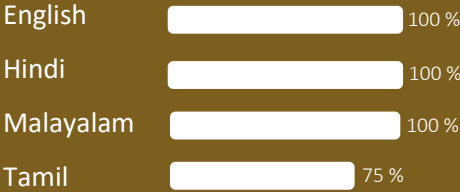
Tally. ERP ★ ★ ★ ★ ★

Digital marketing ★ ★ ★ ★ ★


CERTIFICATIONS

- Six Sigma ISO HR Certification.
- MS Office Specialist Certificate.
- Google educator certificate
- Premiership BS Certification.
- Digital Marketing Online Certification - Google AdWords.
- Certification from ICTRD - Business Management.

LANGUAGES KNOWN



INTERESTS


Outdoor
activities


Reading

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 04-05-1993
Nationality	: Indian
Passport Number	: Y7278389
Permanent Address	: Alookaran (H) Thrissur, Kerala, India

DECLARATION

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

SIBIN ALOOKARAN MOIDEEN KUTTY