



SAINUL ABID K

HR and Admin executive

📍 International city Dubai, UAE

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PROFESSIONAL SUMMARY

Dedicated and results-driven professional with two and a half years of hands-on experience in administration and human resources. Proven expertise in streamlining operational processes, implementing efficient HR policies, and fostering a positive work environment.

SKILLS

- HR Operations
- Corporate communication
- Employee relations
- Talent Management
- Payroll Management
- Team Collaboration
- Communication
- Problem Resolution Expertise
- Planning & Budgeting
- Quality Management
- Confidentiality
- Resource Management

WORK HISTORY

HR AND ADMIN EXECUTIVE

04/2022 to 09/2023

Clazzo Innovations, Kochi Kerala, India

- Implementing company policies, technical procedures and standards for preserving integrity and security of data, reports, and access.
- Establishing clear and competitive goals, growth roadmaps, and strategic business plans.
- Performing onboarding process like joining formalities, asset allocations, providing inductions etc.
- Organizing due diligence in preparation for sale of business unit.
- Conducting employee engagement programs and events
- Succession planning, performance appraisal, employee motivation
- Establishing and implemented departmental policies, goals and objectives.
- Responsible for processing and analyzing monthly employee expense claims/reimbursements and timesheets in accordance with internal policies and procedures.
- Verifying and process forms and documentation for admin of benefits such as medical and life insurance and leaves
- Collaborating with back-office team members to facilitate seamless business execution

OPERATION EXECUTIVE

03/2021 to 03/2022

Malabar Dental college and research center, Malappuaram Kerala, India

- Implementing company policies, technical procedures and standards for preserving integrity and security of data, reports, and access.

- Providing comprehensive administrative support to the office, including managing calendars, scheduling appointments, and coordinating meetings.
- Maintaining and organize documents related to College operations, contracts, listings, and other important records. Ensure the confidentiality and accuracy of sensitive information.
- Coordinating with vendors, contractors, and service providers for property maintenance and repairs.
- Assisting with special projects and tasks as assigned by management.
- Assisting HR department
- Coordinating and collaborate with Technical Support, Commercial & Finance

EDUCATION

MBA – HR and Marketing

06/2021

EASA College of engineering and technology, Coimbatore

B. Com (Computer Application)

04/2018

Calicut University

PERSONAL INFO

Nationality : Indian
Gender : Male
Date of Birth : 19/02/1998
Marital Status : Single

PASSPORT INFO

Passport No. : W0905632
Date of Expiry : 05/06/2032
Visa Status : Visit Visa

SOFTWARE PROFICIENCY

MS Office and using internet for research and official communication.

LANGUAGES

English
Bilingual or Proficient (C2)

Malayalam
Bilingual or Proficient (C2)

Hindi
Upper intermediate (B2)

Tamil
Upper intermediate (B2)

DECLARATION

I hereby declare that all the information given above are true and correct with the best of my knowledge and I bear the responsibility of the above mentioned particulars.