

SOJA MARIAM SUNNY

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Career Goals

Contribute to the vision of the enterprise using my industry expertise and experience, while continuously building on my skill-set, aiming towards my career.

Professional Abridgment

- ✓ An interpersonal and results-driven Human Resources and office administrator with over **8.5 years** of experience in the Human Resources Department and Office Administration, executing a variety of clerical, administration, and recruitment activities and responsibilities.
- ✓ Acquired highly developed skill sets by displaying a persistent desire to learn and specialize in HR and operation related subjects.
- ✓ Quick adaptability to dynamic situations.
- ✓ A good team player with a strong work ethic and results oriented approach.

Education

- ✓ MBA in HR & Marketing – 2014
- ✓ Bachelor in Mathematics – 2012
- ✓ HSE in science- 2009

Professional Experience

Al Tqadum for Manufactures of Bottles and Plastic Containers LLC, Sharjah (June '22 – Till Date) **HR Admin and Operation Assistant**

HR ADMIN Responsibilities

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Sourcing and attracting candidates by using databases, social media
- Develop and update job descriptions and job specifications
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Collecting paperwork and other related documents from the new hire.
- Delegating tasks to the new employees and answering their questions if any.
- Manage on-boarding - preparing offer letters, employment documentation
- Administer and support the development of HR processes and procedures - performance reviews, payroll, sick and annual leave.
- Assist visa, ID Cards and immigration related matters in the UAE.
- Act as back up to the Executive Assistant as necessary
- Handling employee health insurance provisions.

OPERATIONS Responsibilities

- Prepare Performa, Purchase and Tax Invoices
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Conduct market research to identify pricing trends
- Evaluate offers from vendors and negotiate better prices
- Maintain updated records of invoices and contracts
- Follow up with international & local suppliers, as needed, to confirm or change order
- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Respond to complaints from customers and give after-sales support when requested
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Provide administrative support including document, spreadsheet and presentation production.

Core Competencies

- ✓ Highly organized
- ✓ Extreme accountability
- ✓ Communication Skills
- ✓ Ability to multitask
- ✓ Team Player

Linguistic Ability

- English
- Hindi
- Malayalam
- Tamil

Personal Dossier

- D.O.B – 20 January 1992
- Nationality – Indian
- Marital Status – Married

Certificate

- ✓ National Webinar Series on Developing India @ 75
- ✓ National Seminar on Transition to IFRS: Insights into implications on Financial Statements.
- ✓ Talent Management: Investor Awareness Program.
- ✓ STTP: Neuroscience of learning in digitized learning environment
- ✓ National Webinar: The power of branding in learning

Skill Certification

- ✓ Recruitment Skills Short term course from Oxford Study Centre
- ✓ Certification in MS Excel

Mar Thoma College of Science and Technology, Kerala, India (Feb '17– Apr'22) - HR Assistant

HR Assistant Responsibilities

- Schedule and arrange all meetings for Directors
- Maintains accurate and up-to-date human resource files, records, and documentation
- Maintain Program records and files, including student and faculty files. Handle these in a confidential way when necessary
- Maintain schedules for faculty and mentors in the Programmes. Coordinate advising schedules.
- Update course offerings information
- Interview, select, train and supervise student workers
- Assist in the recruitment of faculty and provide new faculty with administrative orientation.
- Assist in Periodic performance Appraisals
- Helps training and development programs to the employees
- Track employee progress and work on performance appraisal
- Assist in the preparation of reports or special projects
- Ensure timely bank payments

Believers Hospital, Kerala, India (Jan'15 – Jul'16) HR Executive

HR Executive Responsibilities

- Maintains accurate and up-to-date human resource files, records, and documentation
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately and maintain the integrity and confidentiality
- Provides training and development programs to the employees
- Track employee progress and work on performance appraisal
- Maintain database management
- Assist with payroll process and attendance leave management
- Provides clerical support to the HR department and ensure smooth on boarding process.