



UVAIS THURAYATTIL

Profile

Human resource professional with 3 years of experience in recruitment, performance management and employee relations. Proven success in developing and implementing strategic HR initiatives. Proven ability to drive organizational effectiveness through employee relations, and team development

Contact

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Permanent Address

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Personal Data

Visa: Visit Visa
DOB: 09/06/96
Sex: Male
Nationality: Indian
Marital Status: Single

Languages Known

English	<div><div></div></div>
Hindi	<div><div></div></div>
Tamil	<div><div></div></div>
Arabic	<div><div></div></div>
Malayalam	<div><div></div></div>

Computer Skills

Windows	<div><div></div></div>
Mac	<div><div></div></div>
MS-Office Suite	<div><div></div></div>

Assets

- Smart working and organizing.
- Highly motivated to work as a team.
- Analytical and logical skills & leadership qualities.
- Communication
- Problem solving
- Mentoring

Professional Experience

Admin&HR Assistant - Safg Private Ltd. - 2021 - 23

- Maintaining employee records
- Incentive calculation and journaling
- Staff monitoring and mentoring
- Directing the training of employees
- Staff attendance
- Creating performance review system

Retail Manager - Whirlpool india 2019-20

- In charge of overall store operations
- Train and supervise employees
- Assist customers in all aspects of store service

Service Manager in Jaquar 2018-19

- Coordinating staffs and allocating services Train and supervise employees
- Assist customers in all aspects of service

Academic Qualifications

BBA

University of Calicut
(Bachelor of business administration in human resource management 2014 - 2017)

Higher Secondary
Govt. Higher Secondary School, Anakkara 2012 - 2014



Football



Volleyball



Traveling



Music