



# MUHAMMED ASIF

HR Assistant

## PERSONAL DETAILS

### Contact

Malappuram, Kerala  
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+91 9747806278

### Nationality

Indian

## PROFESSIONAL SUMMARY

Dedicated and detail-oriented HR professional with over 2 years of hands-on experience in core human resource functions, including recruitment, payroll management, probation monitoring, statutory compliance, and employee documentation. Known for supporting smooth onboarding, ensuring timely payroll processing, and maintaining accurate records that align with company policies and legal requirements. Proven ability to collaborate with multiple departments, handle confidential information with care, and deliver reliable HR support that contributes to a positive workplace experience. Passionate about building efficient HR systems and fostering a culture of transparency and compliance.

## EMPLOYMENT HISTORY

### HR Assistant, Uniride Honda, Malappuram

12/2022 - 04/2025

- **Recruitment Support:** Actively assist in managing end-to-end hiring processes across various departments such as sales, service, spare parts, and administration. Coordinate interviews and help ensure timely onboarding of qualified candidates.
- **Probation Period Coordination:** Track and support new employees during their probation period. Facilitate performance reviews by collecting feedback from department heads and ensuring timely evaluations.
- **Salary & Benefits Handling:** Help manage monthly payroll processes, ensuring salaries are processed accurately. Assist in administering employee benefits, especially for those completing probation, including coordinating updates and addressing related queries.
- **Employee Documentation & Compliance:** Ensure all new joiners submit complete and verified personal and academic documents. Maintain updated employee files in line with company policies and statutory requirements.
- **HR Reporting:** Prepare and share regular updates and reports with management, covering recruitment progress, probation review outcomes, and general HR metrics.
- **Payroll Processing:** Support the payroll cycle by compiling attendance data, verifying records, and ensuring all deductions (like taxes, PF, and ESI) are correctly applied and processed on time.
- **Statutory Compliance (PF & ESI):** Assist in ensuring the company meets all legal obligations related to Provident Fund and Employee State Insurance. Help with timely submissions, records maintenance, and coordination with government portals.
- **License & Records Management:** Keep track of all company licenses and permits. Ensure that documentation is current, well-organized, and ready for audits or inspections when needed.

### HR Executive, Rays Education , Calicut

09/2022 - 11/2022

- **Recruitment and hiring:** Creating posting by various platform such as Indeed, LinkedIn and naukri, conducting interviews, and managing the hiring process to attract and select qualified candidates.
- **Employee onboarding:** new employees integrate into the company by send job offer letter, coordinating orientation sessions, completing necessary paperwork, and ensuring they have the resources and information they need.
- **HR administration:** This involves maintaining and updating employee records, managing employee documentation such as contracts and policies, and handling employee inquiries related to benefits, payroll, and leave.

- **Performance management:** This involved in setting performance goals, Determination of performance indicators in various positions,conducting performance review with KRA strategy and implementing performance improvement plans as needed.
- **Training and development:** coordinate and deliver training programs for employees to enhance skillsets, improve knowledge,and foster professional growth.

EDUCATION

BA, MES COLLEGE MANNARKAD, Mannarkkad,Plakkad

06/2019 - 05/2022

Post Graduate Diploma in Human Resource Management , SACRED HEART COLLEGE ,  
Cochin,Thevara

07/2022 - 08/2023

SKILLS

Communication Skills	
Problem-Solving Skills	
Teamwork and Collaboration	
Recruitment and Talent Acquisitiont	
Payroll and Benefits Administration	
Employee Performance Management	
Training and Development	

Interpersonal Skills	
Time Management	
HR Software Proficiency	
Labor Laws and Compliance	
Employee Onboarding	
HR Documentation and Compliance	

LINKS

LinkedIn  
Portfolio

PASSPORT DETAILS

W4314362