



RUMUNA SHABIN

HR Executive

A well-respected and skillful professional with over 8 years of experience

CONTACT



rumnashabin87@gmail.com



00971-56-7325701

0091-99952 70321

EDUCATION

Diploma in Aviation Tourism and Hospitality Management (ATHM)

Cochin, Kerala

Higher Secondary - Commerce

Alappuzha, Kerala

PROFESSIONAL SKILLS

- Customer Service
- Operations Support
- Executive Support
- HR Support and Management
- Front Office Management
- Administrative Support
- Office Management
- Data Entry
- Logistics and Fleet Co-ordination
- Business Communications

TECHNICAL SKILLS

- M.S. Office packages (Word, Excel, PowerPoint, Outlook)
- Typing (40 words per minute)
- E-mail
- Internet

PROFESSIONAL PROFILE

A result oriented individual committed towards the growth of people and organization. Expert in developing, recommending and implementing human resources strategies and policies in support of business objectives. Proficient in talent management, employee relations, recruitment, manpower planning and placement and performance management.

- Proficient in Administration, Customer Service, Human Resources, Fleet and Logistics
- Demonstrates curiosity to explore new technologies, methods and ideas as well as the capability to complete multiple tasks on-time
- Ability to work collaboratively as well as independently, as well as complete the given assignments within deadlines

PERSONAL DETAILS

Date of Birth: 18th October 1988

Nationality: Indian

Marital Status: Married

Visa Status: Residence - spouse sponsorship

Passport Number: N5007872

Present Location: Ajman

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

WORK EXPERIENCE

April 2024
to
till date



Co-Teacher
Habitat School
Al Tallah, Ajman
United Arab Emirates

December 2020
to
February 2024



HR Executive
Ideal Sweet and Pastry
Ajman
United Arab Emirates

- Overseeing daily operations of the HR Department
- Communicating policies about HR, Compensation, and benefits
- Ensuring timely processing of new work permits, visas as well as renewals and cancellations
- Provide support to employees in HR-related topics such as leaves, compensation, and visa process
- Passport management
- Conducting staff engagement activities
- Manage employee retention activities
- Employee accommodation management
- Employee training and development
- Assisting in the Payroll
- Data collection, development, maintenance, and processing, including worker's compensation and incident reports, general HR activity reports, employee attendance and leave records, and human resource files
- Providing extensive clerical support to the HR department
- Making sure that the exit interviews and termination paperwork are completed.
- Overseeing the submission of online job advertisements, the shortlisting and screening of applicants, as well as the scheduling of interviews.
- Conducting orientation and training sessions for newly hired staff members
- Ensuring efficient correspondence with staff members and prompt resolution of their inquiries
- Handling new hire papers, keeping an eye on the employee data sheet, and managing other important paperwork
- Overseeing routine audits of HR files and records to guarantee that all necessary paperwork is gathered and filed correctly

WORK EXPERIENCE

December 2018
to
September 2020



FLOOR MANAGER
Providence Hospitals
(a unit of Poyanil Hospitals
Alappuzha, Kerala
India

June 2016
to
January 2017



PASSENGER SERVICE AGENT
Celebi Nas Airport Services - Singapore Airlines
Mumbai
India

January 2016
to
June 2016



ASSISTANT SUPERVISOR
Cambata Aviation - Singapore Airlines
Mumbai
India