



# RUMUNA SHABIN

## HR Executive

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

### CONTACT



[rumnashabin87@gmail.com](mailto: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 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

### 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

### PERSONAL DETAILS

**Date of Birth:** 18<sup>th</sup> 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