



Sinan Tayyab Chilwan

HR Assistant

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Nationality - Indian
Visa – Visit Visa (Valid Oct 2024)

Professional Summary: Dynamic and detail-oriented professional with substantial experience in Human Resource and Customer Support. Expertise in Recruitment, Onboarding, Employee Engagement, Benefit and Payroll with focus on Human Resource Administration. Adept at employee engagement and fostering a positive work environment to support organizational success.

Qualifications Summary

- With 2.2 years of total experience and 0.6 years of relevant experience in HR, specializing in HR operations, payroll management and administration.
- Good Knowledge of UAE labor laws, including visa processing, insurance, gratuity, and employee benefits.
- Experienced in payroll processing, timely and accurate salary disbursement, tax compliance, and benefits administration.
- Experienced in Administration including document management, HRIS systems and scheduling meet.
- Ability to simplify HR processes, drive employee engagement, and implement effective onboarding programs.
- Good Knowledge about Wage Protection System (WPS).
- Proficient in Excel, enables payroll calculations, reporting and data analysis
- Good knowledge of Oracle HCM, acquired through ongoing training, with skills in handling HR processes and workflows within the system.
- Excellent interpersonal and communication skills, with ability to build positive relationships with employees and stakeholders.
- Strong problem-solving and time management skills, ensure to have good resolution of HR issues and timely completion of tasks.

Area of Expertise

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| <ul style="list-style-type: none">Payroll ManagementAdministrative SkillsData Analysis & ReportingOracle HCMHR OperationsOrganization DevelopmentOnboardingLeave Management | <ul style="list-style-type: none">Proficient in MS OfficeDocumentationWPS ComplianceSuccession PlanningTalent Acquisition & RecruitmentMultitaskingTraining & DevelopmentATSHRIS |
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Career Experience

Infidocs Technologies Pvt Ltd, Pune
HR Executive

[Feb 2024 – Aug 2024]

- Managed End-to-End recruitment process, from requisition, sourcing, screening, selecting, final offer negotiation, hiring, onboarding of candidates belonging from IT & Non-IT Sector.
- Conducted meetings with hiring managers to understand staffing needs and position requirements.
- Conducted meetings with client and vendor to manage relationships, negotiate deals, or review contract.
- Maintained & optimized applicant tracking system (ATS) to ensure accurate candidate records, streamline workflows, and generate recruitment reports as needed.

- Dealt with on-campus & off-campus internal recruitment for fresh graduate with help of data collected from placement drive.
- Maintaining attendance timesheet & biometrics of All Employees.
- Monthly payroll process with 100% accuracy and ensuring 100% compliance of statutory requirements.
- Organized company events to support employee engagement and resolution of employee grievances.
- Key role in promoting positive workplace culture by organizing team-building activities.
- Managed HR analytics and reporting by tracking key performance indicators related to recruitment, employee engagement, and payroll operations.
- Analysed data to identify trends and areas for improvement, providing actionable insights to improve HR strategies.

**Tech Mahindra Ltd, Pune
Finance Advisor**

[Apr 2022 – Dec 2023]

- Managed Inbound and Outbound Calls for UK clients.
- Collaborated with cross-functional teams, including finance and escalation, to address and resolve financial and account-related queries.
- Handled customer inquiries related to payments, refunds, and billing issues for UK clients. Resolved 150+ customer inquiries monthly, leading to 20% increase in overall client satisfaction ratings through effective communication and issue resolution strategies.
- Help Client manage their Payment history for their Postpaid Bills.
- Provide payment arrangements considering their vulnerable situations.

Education

MBA in Human Resources (Minor: Finance)

Sinhgad Institute of Business Administration and Research, Pune – [Graduated: July 2024]

BBA in Finance

Abeda Inamdar Senior College, Pune – [Graduated: July 2022]

Project

Enhancing Employee Engagement Strategies

- Conducted an in-depth study on employee engagement strategies, focusing on methods to improve employee satisfaction and retention in the workplace.
- Analysed various engagement models, including reward and recognition programs, team-building activities, and feedback mechanisms.

Certifications & Trainings

- Human Resource: Payroll from LinkedIn
- Interviewing Techniques from LinkedIn Institute
- TCS iON Edge - Young Professional from TCS iON
- Advanced Excel from Aims Computer Institute
- Oracle Fusion HCM Functional from Trio-Tech [June 2024–Present]

Languages

English - Fluent

Hindi - Fluent

Arabic - Beginner