



CONTACTS

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KEY SKILLS & KNOWLEDGE

- Payroll management
- Talent Acquisition
- Sound knowledge in UAE Labour law
- Compliance understanding
- Onboarding and Offboarding
- Employee Engagement
- Employee Induction and Orientation
- ERP expertise
- Performance management
- SOP Management
- HR Business partner
- Task Prioritization
- Compensation and Benefit
- Employee Grievances handling
- WPS process knowledge

EDUCATIONAL ACHIEVEMENTS

- **MBA in HRM and Finance**
JAIN UNIVERSITY, India
(Human Resources Management & Finance)
- **Bachelor of Science - IT**
SHOBHIT UNIVERSITY, India
(Information Technology)
- **DOM & FA**
Accounts Service Society, India
(Diploma in Office Management & Financial Accounting)

HR CERTIFICATIONS

- **Certified Human Resources Manager (CHRM)**
Awarded by: CPD - UK
- **Certified Human Resources Professional (CHRP)**
Awarded by: CPD - UK

ANEESH SUBAIR

SEASONAL HR – MBA - HRM & Finance, CHRM & CHRP



PROFILE OVERVIEW

- ❖ Core experience in **HR, Admin, Payroll & Employees Relationship Profiles.**
- ❖ Successfully completed **MBA in HRM & Finance** from Jain University, India and **Bachelor degree (B.Sc. -IT)** from Shobhit University, India.
- ❖ Certified **CHRM & CHRP** from CPD UK.
- ❖ Holding Valid **UAE Driving License with Car.**
- ❖ Good working knowledge in **UAE Labour Law.**
- ❖ Excellent communication skill in **English, Hindi, Urdu, Tamil & Malayalam.**
- ❖ Professional experience and expertise in **MS Office (Excel, Word, PPT, Outlook), HRIS (SAP ERP), HRMS (MS Dynamics AX), CRM, MIS, Tally, Bio-metric software, Internet & e-mail applications.**

PROFESSIONAL EXPERIENCES

EROS GROUP

Senior Human Resources Officer

Jun 2021 – Present

Dubai, UAE

Duties & Responsibilities

- **Payroll Management:** Managing 1000+ employees the entire payroll cycle including additions, deductions, overtime, claims, tardiness & other allowances, EOS & Annual Leave process including employee files and documents.
- **Attendance and Leave Management:** Monitoring employees' attendance daily, Sending absenteeism reports to the respective managers & HODs.
- **Recruitment & Selection:** Talent Acquisition, end-to-end recruitment & selection via portals, internal job posting, and referrals.
- **Onboarding:** Documentation, Visa processing, Induction, and Issuing onboarding kits (Access card, Sim card, Company ID, Parking, etc.).
- **Offboarding:** Conducting exit interviews and counseling employees to retain them and handling the complete exit management.
- **Rewards & Performance Management:** Assisting Managers in PMS and ensuring timely completion of performance appraisals based on budgets and approval.
- **Medical Insurance:** Adding and deleting employees to Insurance. Handling medical reimbursements and escalations with the Insurance company.
- **Correspondence:** Issuing confirmations letters, Resignation acceptance letters, Non-Renewal Letters, Termination letters, Service Certificates, NOCs, Warning letters, Retirement letters and other employment & salary related certificates.

RAK PRECAST FZC

HR & Admin Executive

Duties & Responsibilities

Oct 2018 – Jun 2021

Ras al Khaimah, UAE

- Managed end-to-end HR for 2500+ employees.
- Handled payroll data collection, calculation, and entry.
- Addressed staff grievances concerning salary, leaves, etc.
- Maintained accurate HR & Admin document records.
- Sourced candidates from various online channels.
- Managed utility bills and ensured timely payments.
- Oversaw office stationery issuance and procurement.
- Ensured compliance with payroll policies and laws.
- Identified and resolved timesheet and payroll discrepancies.
- Managed full & final settlement processes.
- Arranged travel for departing employees.
- Prepared reports, presentations, and correspondence.
- Coordinated with different company departments.

HSE CERTIFICATION

- Emergency First Aid plus Defib & CPR - at work and use of AED (DCAS)
Certification No.: FA6921455
DCAS Permit No.: T12032
Awarded by: Highfield Level 3 International

PERSONAL INFORMATION

- DOB : 18-May-1986
- Gender : Male
- Civil Status : Married
- Nationality : India
- Passport No. : V 7750744
- & Validity : 16-Jun-2031
- Visa Status : Employment Visa
- Visa Validity : 26-Jun-2026

LANGUAGE SKILLS

English

Hindi

Malayalam

Tamil

Urdu

DRIVING LICENSE

UAE - Driving License details - (LMV)

- DL issued by : RAK, UAE
- DL No. : 226774
- DL Validity : 11-Nov-2027

India - Driving License details - (LMV)

- DL issued by : Delhi, India
- DL No. : DL-0720130169440
- DL Validity : 13-Aug-2033

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

References available upon request.

Platinum Shipping and Logistics LLC
Admin Assistant

Jan 2018 – Sept 2018
Dubai, UAE

Duties & Responsibilities

- Coordinated recruitment, screening, and selection of candidates and employee onboarding processes.
- Maintained, tracked, and ensured timely renewal of visas, passports, labor cards, and EID.
- Maintained personnel files, HR records, and confidential data.
- Processed payroll and entered employee information into the system accurately.
- Managed leave and attendance.
- Managed employee exits and visa cancellations.
- Maintained company circulars and memos.
- Answered and directed phone calls, organized, and scheduled appointments.
- Planned meetings and took detailed minutes.
- Wrote and distributed emails, correspondence, memos, letters, faxes, and forms.
- Assisted in the preparation of regularly scheduled reports.
- Ordered office supplies and researched new deals and suppliers.
- Booked travel arrangements.

INDIAN WORK EXPERIENCE SUMMARY

Channel Management Executive
DTDC Express Ltd, Kerala, India

Jan 2015 - July 2017

About: - DTDC Express Ltd. is one of India's leading integrated express logistics providers, operating the largest physical network of customer access points in the country. The company offers a comprehensive range of technology-enabled logistics solutions to serve a wide spectrum of customers across diverse industry verticals.

Customer Service Officer
USHA International Ltd, Haryana, India

Aug 2012 – Dec 2014

About: - USHA International Ltd. is a multi-product company, holding a range of products including Home & Institutional Lighting, all types of Furniture & Mattresses, Pressure Cookers & Cookware, Televisions & Accessories, Water & Air Purifiers, Mobiles, and CCTV Cameras, among others. Our products are marketed under the brand Usha/Usha Shriram.

Coordinator (Office & Store)
Sawbros International, Noida Area, India

Sep 2008 - Jul 2012

About: - The company was established in 1984 in New Delhi, India. Sawbros aims to provide innovative, integrated dental products and services and to be trusted advisors and consultants to our customers, enabling them to deliver the best quality patient care and enhance their practice management efficiency and profitability.