



SHAFEERA THOVUKAN

HR Executive

ABOUT ME

- Strategic HR Executive with 2+ years of experience of HR functions, including recruitment, employee development, compliance, and performance management. Skilled in driving organizational change, fostering employee engagement, and building high-performing teams. Proven track record in aligning HR strategies with business objectives to improve productivity and employee retention.

CONTACT DETAILS

- +971 56 797 4369
 shafeeracheppu76@gmail.com

SKILLS

- Greet and guides guests fruitfully.
- Handles clients grievances.
- Performance Management & Coaching
Respond to customer queries directly and through telephone.
- Organizational Development
Compensation & Benefits Administration.
- Leadership Development
- Conflict Resolution & Employee Relations

TECHNICAL SKILLS

- Excellent in MS Excel, Word
- Good in Spreadsheet, Powerpoint
- Worked with Tally ERP 9
- Use of Computers and Internet

PERSONAL DETAILS

- DOB : 27-07-2001
- Sex : Female
- Marital Status : Married
- Nationality : Indian
- Visa Status : Spouse visa

LANGUAGES KNOWN

- ENGLISH - Fluent
- HINDI - Intermediate
- ARABIC - Reading & Writing
- MALAYALAM - Native

ACHIEVEMENTS

Awarded for academic excellence and leadership skills during M.Com studies..

EXPERIENCE

HR Executive

TOTAL TOOLS TRADERS - | 2022 - 2024

KERALA - INDIA

- Worked with an energetic team, overseeing recruitment, employee relations, and training for a 15+ employee organization.
- Implemented HR strategies that reduced employee turnover which helped the organization.
- Experience in performance management system overhaul.
- Spearheaded diversity and inclusion initiatives.
- Ensured compliance with labor laws and regulations, mitigating risks through effective policy enforcement.
- Managed full-cycle recruitment for mid-to-senior level positions, reducing time-to-hire by 10%.
- Improved employee engagement scores through tailored development programs and recognition initiatives.
- Assisted in the implementation of a new software system, streamlining HR processes and improving reporting ac.
- Provided guidance to management on employee re conflict resolution, leading to a remarkable re grievances.

EDUCATION

HIGHER SECONDARY - COMMERCE

Indian School Fujairah

POST GRADUATION - (M.com)

University of Calicut
Master Of Commerce

BACHELOR DEGREE (B.com)

University of Calicut
Bachelor Of Commerce