



ALJAS.P.K
KERALA, INDIA
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PROFESSIONAL OBJECTIVE

An ambitious, adaptable and business focused Management professional with highly developed communication and influencing skills, self-motivated with the ability to achieve challenged targets and produce excellent work under pressure.

PROFESSIONAL PROFILE

- Dedicated and corporate service focused Professional empowered with 10 + years of Experience in Healthcare and Service Industry.
- A leader with clear vision and positive attitude who believes in structure, processes, clarity and systematic approach.
- Rich exposure of various HR functions – Talent Acquisition, HR Operations, Training and Development, Performance Management, Compensation, Employee Relations, Statutory Compliances, Employee Engagement, Change Management.
- High ability to learn and adapt quickly, having a well-organized working style, resulting in quality work under high pressure situations. Excellent at multitasking
- Excellent interpersonal skills and remarkable team management style. Can relate and connect with people easily across various levels.
- High emphasis on enrichment of atmosphere at workplace through proper contracting and engagement with key stakeholders.
- Part of the quality team :JCI

AREAS OF EXPERTISE

- | | |
|----------------------------------------------|------------------------------------|
| ✓ Administration & General Management | ✓ HR Policies & Procedures |
| ✓ Recruitment & Selection | ✓ Team Building & Leadership |
| ✓ Payroll, Insurance & Compliance Management | ✓ Employee Engagement & Relation |
| ✓ Performance Management | ✓ Marketing & Business Development |
| ✓ Purchase & Material Management | ✓ Government Relation |

PROFESSIONAL EXPERIENCE

- ❖ **MANAGING DIRECTOR – DEEPA CLINIC, SHARJAH, UAE** NOV 2017 to SEP 2019.
- ❖ **MANAGER- HR & ADMINISTRATION – YAS HEALTHCARE LLC**, Subsidiary of DAS HOLDING, ABU DHBAI. Since Nov 2016 to Nov 2017
- ❖ **MANAGER- HUMAN RESOURCES** (Abu Dhabi & Bahrain Region) – **ASTER DM HEALTHCARE**. Since Jun 2014 to Oct 2016
- ❖ **MANAGER –Human Resource & Administration – AL HILAL HOSPITAL, &AL HILAL MULTISPECIALTY MEDICAL CENTER-** Kingdom of Bahrain. Apr 2011 – To May 2014
- ❖ **MANAGER : ADMINISTRATION & MARKETING, ORCHID INSTITUTE OF HEALTH CARE & RESEARCH PVT LT**, MALAPPURAM, KERALA, INDIA, JULY 2009 to JAN 2011

Significant Highlights:

- Oversee the end to end recruitment which include manpower planning, budgeting, advertising, sourcing, short listing, interviews, offers, negotiation, HAAD licensing, visa, primary source verification, mobilization and joining.
- Act as Company Representative at Health Authority, MOHRE, ADDC, Ministry of Economics, Chamber of commerce etc
- Oversee the end to end recruitment which include manpower planning, budgeting, advertising, sourcing, short listing, interviews, offers, negotiation, HAAD licensing, visa, primary source verification, mobilization and joining
- Follow-up with the candidates for getting the accepted offer letter and documents for start processing for Health Professional Licensing Submitting Dataflow application of candidates. HAAD Documentation for Health Professional Licensing. Arranging Examination, Hall Ticket, VISA etc
- Coordinating the Process of Visa, Visa Renewals, Insurance, Medical, Emirates ID, Visa Cancellation etc
- Managing and conducting induction programs including orientation program, HR policies and procedures, and coordinating with other functions for departmental orientation delivery.
- Tracking and monitoring employee's attendance, leaves, resignations and vacations in Online System and reporting in case of any discrepancy.
- Part of Quality Team – JCI, HAAD Audit. Quality Audit in maintaining personnel files as per the Staff Qualifications & Education (SQEs) chapters of the audit.
- Responsible for payroll administration, WPS and statutory compliance.
- Monitoring, Supervision of staffs accommodation, Transportation & hotel booking
- Responsible for Termination, Full & final Settlement of the staffs
- Managing the process of performance appraisal including notifying department heads of the appraisal period, ranking method, performance result analysis, and recommending reward system in alignment with performance.
- Maintain knowledge of and ensure compliance with employment-related laws and regulations.
- Manage disciplinary procedures within the organization by conducting investigations and actively coordinating with the legal advisor.
- Oversees the employee records management system for all staff.
- Knowledge about UAE Labor Law

EDUCATIONAL PROFILE

COURSE	INSTITUTION/UNIVERSITY	PERCENTAGE OF MARKS	YEAR OF PASSING
MBA	UNIVERSITY OF CALICUT	75.40 %	2009
BBA	UNIVERSITY OF CALICUT	71.05 %	2007
PLUS TWO	KERALA BOARD	76.60 %	2004
SSLC	MSP HSS	60.40 %	2002

CERTIFICATE & TRAINING

- ✓ Currently Pursing **Doctorate of Business Administration** in HR & Healthcare Management KSBM.
- ✓ Currently Pursing **Master of Social Works** Correspondence IGNO
- ✓ Certificate of Attendance Training of Professional Etiquettes July 2015.
- ✓ Attended Arab Health Conference Jan 2015
- ✓ Certificate of **Diploma in Human Resource** Nov 2013 – ALISON(Advanced Learning Interactive System Online)
- ✓ Attended Health & Safety Training and Fire Prevention & Fire Fighting Training conducted by IPTS Training Institute (MOL, Bahrain Approved Course).
- ✓ Attended Workshop for General Organization for Social Insurance (GOSI) Feb 2013.
- ✓ Certificate of attendance 5th HRD conference & Exhibition on challenges of job localization in GCC, Sep 24-26, 2012, Kingdom of Bahrain.
- ✓ Certificate of appreciation from University of Bahrain for continuous participation & Internship program 2011-2012.
- ✓ Certificate of attendance Customer service Excellence Program Conducted by “Berlitz approved Ministry of Labour Kingdom of Bahrain” from 17-19 October 2011
- ✓ Organized South Indian Management Meet “Battle de Royale”at School of ManagementStudies, University of Calicut 2008-09, Event Manager of Two Events Brand War &Corporate Finance.
- ✓ Attended in finance Game “Ascend” University of Calicut 2008
- ✓ Participated International Management Meet IBS, Cochin, Second Prize in marketing game.

IT FORTE

- MS-OFFICE * HIS
- HRMS * ORACLE
- E FINANCE * TALLY

LINGUISTIC ABILITY

- ENGLISH
- URDU
- MALAYALAM
- HINDI
- ARABIC.

PERSONAL DOSSIER

Name	ALJAS.P.K.
DOB	30 th Oct 1986
Gender	Male
Marital status	Married
Religion	Islam
Blood group	B+ ve
Driving License Number	2297316
Place of Issue	UAE
Nationality	INDIAN
Passport No	T7874633
Place of Issue	Calicut
Date of Issue	05-08-2019
Date of Expiry	04-08-2029

DECLARATION

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

ALJAS.P.K

Date:

Place: