

# VIPIN MOHAN VIJAYAN

## PROFILE

An experienced and dedicated HR Assistant with in-depth knowledge of administrative processes and managing successful relationships with employees. I have the ability to maintain an organised employee database by collecting time and attendance records and carefully organising paperwork associated with existing and future employees. Professionally, I can handle personnel-related issues and function in accordance with the laws and regulations governing recruitment and employment practices. I will bring a positive attitude and a strong work ethic to all of my future endeavors'.

## EXPERIENCE

### HUMAN RESOURCES ASSISTANT

AL RAWDAH GREEN SWEET WATER, Ras Al Khaimah, UAE  
SEP 2021 - NOV 2021

- Assisting with day-to-day operations of the HR functions and duties.
- Maintain calendars of the HR management team.
- Providing clerical and administrative support to Human Resources executives.
- Processing payroll and assisting with the documentation of employee compensation and benefits
- Compiling and updating employee records.
- Compiling and maintaining paper, digital, and electronic employee records, including holiday and sickness leaves.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Process payroll and resolve any payroll errors.
- Complete termination paperwork and exit interviews.
- Keep up-to-date with the latest HR trends and best practices.

### HUMAN RESOURCES ASSISTANT

WINNERS COACHING CENTRE, Ernakulam, India  
JAN 2018 - JULY 2021

- Assisting with day-to-day operations of the HR functions and duties.
- Compiling and updating employee records.
- Maintain calendars of the HR management team.
- Oversee the completion of compensation and benefit documentation.
- Compiling and maintaining paper, digital, and electronic employee records, including holiday and sickness leaves.
- Processing payroll and assisting with the documentation of employee compensation and benefits
- Performing vendor research and selection to enhance profitability, reduce operating costs and boost efficiency
- Maintaining cordial working relationships with vendors and supervising vendor activities
- Signing and reviewing purchasing agreements with vendors, monitoring their performance, and renegotiating contracts
- Using quarterly and annual data to determine purchasing needs and performing inventory management.

## CONTACT



### ADDRESS:

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## DATE OF BIRTH

25th NOVEMBER 1994

## PASSPORT DETAILS

- PASSPORT NO: - M 0650917
- ISSUE DATE: - 06-08-2014
- EXPIRY DATE: - 05-08-2024
- ISSUE PLACE: - THRISSUR

## REFERENCE

- Sarath Vylala Unnikrishnan  
HR Manager  
Al Rawdah Green Sweet Water,  
Ras Al Khaimah, UAE  
MOB:- +971 504893234
- Vinumol Manoj  
Academic Director  
Winners Coaching Centre  
Kottapuram, Thrissur, India  
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- Support all internal and external HR-related inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Maintain calendars of the HR management team.

### **MIS COORDINATOR & RAW MATERIALS STORE IN CHARGE**

OASIS WATER COMPANY LLC, Salalah, Oman | Nov 2016 - Nov 2017

- Designed MIS systems that are easy to use, extract data, and generate reports
- Liaised with the finance department and made certain the MIS department functions within the budget restrictions
- Collaborate with the MIS group and contribute to making quality products
- Attend regular management and operation meetings at all the plants
- Perform maintenance and sustainability to existing systems
- Receive, distribute and maintain adequate quantities of stocks at all times
- Maintain optimal stock levels
- Inform the purchasing department well in advance about the items that reach the re-order level to order from supplies
- Review physical inventories periodically
- Maintain stock and consumption records
- Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents
- Compiles report of expenditure, and monthly stock report
- Perform related duties and responsibilities as assigned
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Complete and mail bills, contracts, policies, invoices, or checks.
- Compute, record, and proofread data and other information, such as records or reports.

### **PRIVATE TUTOR**

SELF-EMPLOYED | Apr 2015 - Oct 2016

- Provide private instruction to individuals or small groups of students to improve academic performance, improve occupational skills, prepare for academic or occupational tests.
- Access students progress throughout tutoring sections.
- Collaborate with students, parent, teachers, school administrators and counsellors to determine student's needs, develop tutoring plans and access student progress.
- Provide feedback to students using positive reinforcement techniques to encourage, motivate and build confidence in students.

## **EDUCATIONAL BACKGROUND**

### **BACHELOR OF SCIENCE IN MATHEMATICS**

MG University, Kerala, India | JUNE 2012 - MARCH 2015

### **PLUS TWO**

VHSE & THS Kodungallur, Kerala, India | JUNE 2010 - MARCH 2012

### **SSLC**

St. Anne's HSS, Kottappuram, Kerala, India | JUNE 2009 -MARCH 2010

- R. Karthikeyan  
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Muscat, Sultanate of Oman  
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## **SKILLS**

- Talent Acquisition
- Employee Relations
- HRIS
- Onboarding
- Performance Management
- Document Management
- Teamwork and Collaboration

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## PROFESSIONAL CERTIFICATES

- Certification Course for Advanced Communicative Mastery in English [2021]
- Diploma in Computerized Financial Accounting [2020]
- Certification Course for Hardware & Networking [2010]
- Certification Course for Food Safety Mandatory in National Hospitality Institute, Sultanate of Oman [2017]
- Certification course for Good Manufacturing practices [2017]
- Certification course for Basic First Aid with CPR [2019]
- Diploma in NDT Level II [Magnetic Particle Testing, Liquid Penetrant Testing, Ultrasonic Testing, Radiographic Testing] [2016]
- Certificate of Proficiency Process Piping & Quality Control [2016]
- Certificate of Proficiency QA/QC Engineering [2016]
- Certificate of Welding Inspector, Piping Inspector, Equipment Inspector, Coating Inspector [2016]