



## CONTACT

### TELEPHONE

+91-7736-860399

### EMAIL

alifrashid123@gmail.com

## CAREER

HR EXECUTIVE

HR ADMINISTRATOR

HR ASSISTANT

HR RECRUITER

HR GENERALIST

## EDUCATION

### MBA (HRM)

Barathiar University  
2017-2019

### B. A ENGLISH

Calicut University  
2013-2016

# ALIF RASHID

## HR EXECUTIVE

## PROFILE

Human resources management professional seeks opportunities where experience in staffing, internal program development and management, employee relations and project management will enhance a company's overall strategic plan and direction.

## EXPERIENCE

### STARLIGHT IT -ABU DHABI

#### HR ADMINISTRATOR

Jun -2021 - Current

- Recruitment & Selection
- Preparing Quotations
- POS (Point of sale)
- Purchase & Stock management
- Preparing AMC Contracts
- Project management & Leads follow up
- Preparing HR documents & Updating personnel records
- Keep company's records in database

### AL MONSEF RENT CAR -DUBAI

#### HR COORDINATOR

Mar-2021 to Jun-2021

- Customer relationship management
- Cars Tally
- Providing proper direction to clients
- Checking fines and penalties (Salik)
- Maintaining client's documents in RTA portals
- Organizing cars pick-up and delivery
- Checking and clearing vehicle expiry (Mulkiya)

## SKILLS

- MS office | Oracle | ESSL | Outlook | Qandle | POS
- On-Boarding, Training and Induction
- Strong organizational and communication skills
- Innovative HR management techniques
- MIS | HRIS
- Sound knowledge of cloud technology
- SAP (Cloud Enterprises Resource Planning)

## PERSONAL DETAILS

- Nationality: Indian
- Marital status: Single
- Passport No: M0097921
- DOB: 18/03/1994

## LANGUAGES

ENGLISH \_\_\_\_\_ 90%

ARABIC \_\_\_\_\_ 90%

HINDI \_\_\_\_\_ 80%

MALAYALAM (Native)

**PITCS -BANGALORE****HR RECRUITER**

Jan-2020 to Sep -2020

- Source potential candidates from various online channels
- Design and update job descriptions
- Screen incoming resumes and application forms
- Interview candidates (Via phone, video and in-person)
- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits
- Familiarity with Applicant Tracking Systems and resume databases

**ASTER MIMS HOSPITAL -CALICUT****HR ASSISTANT**

July-2019 to Dec-2019

- Recruiting and staffing
- Induction and Training
- Statuary Compliance (PF & ESI)
- Oracle & leave management
- Grievances management and exit formalities
- Receiving phone call and mails for HR
- HR administrations
- F&F settlement and payrolls
- Compose privileges and credentials
- Prepare Service and relieving letter
- Rate contracts

Declaration

I hereby declare that all the information given above are true and correct to the best of my knowledge and belief.

Place :

Date