

CURRICULUM VITAE

Jaseena Jaffer

PROFILE

More than Eight years of experience in the HR Environment. Involved in Recruiting, Human Resource, Payroll and Administration.

CONTACT



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Present Address

SRA -109, Sauhrudha Nagar
Residence Association, Vazhakkala,
Ernakulam

Permanent Address

Vadakkaeparambil House
Vengalloor P.O Thodupuzha



21/10/1992

HOBBIES



Music



Reading

EDUCATION

BHARATHIAR UNIVERSITY

Master of Business Administration

2013-2015

Master of Business administration had empowered me in managing and distribution human resources and may measures to increase my productivity

MAHATHMA GANDHI UNIVERSITY

Bachelor in Computer Application

2010-2013

Computer degree always helped me in my administration and data management though out my career as HR .

COMPUTER PROFICIENCY

- Computer literate with good working knowledge.
- MS Office-Excellent in all MS Office applications.

Platform Used Windows 2000, 2007 / XP /8.1

WORK EXPERIENCE

NM Tours and Travels, Ernakulam
Senior HR Executive
Feb 2014 – Present

NM Tours and Travels is an International Manpower Consulting company, which mainly recruits candidates to GCC. Recruitment, interview, selection and Placing candidates to reputed companies in Countries like Dubai, Abu Dhabi, Kuwait, Oman, Saudi Arabia and Qatar etc.

- **Key Responsibilities**

- Responsible for the HR function as it relates to all team members.
- Scrutiny of applications and relevant documents of the candidates.
- Sourcing suitable profiles from Online Portals (Naukri, Monster etc.)
- Maintains the leave management system
- Reviews remittances, supervises completion & Review of payroll reports
- Makes arrangement for confirmation of tickets.
- Arrange Emigration Clearance for ECR Passports.
- Systematic follow-up for Visa Process.
- Client follow-up.
- Manages the filing, storage and security of documents.
- Line up the candidates as per interview schedules.
- Preparing files for the interview.
- Preparation of list of candidates for the interview.
- Maintain employee files and records in order to ensure accurate payment of benefits and allowances
- Manpower Sourcing.
- Conducting Interviews.
- Selection.
- Appointment.
- Training Co-ordination.
- Performance Appraisal System.
- Statutory Works.
- Hr Documentation as per Company Norms.
- Maintaining Payroll & Time management
- Conducting Refreshment Activities.

Focuz Motors, Edappally
HR Assistant
Feb 2013 – Feb 2014

Focuz Motors, is a leader in the business of TATA MOTORS Dealership for TATA Small and Light commercial vehicles, Authorised Distributors for TATA Passenger Car spare parts for Kerala and Tata Authorised Service Centres for Passenger Cars

- **Key Responsibilities**

- Maintaining Employees salary details & records.
- Conducting Interviews.
- Maintaining Induction Training.
- Responsible for training conducting. (Outside or Inside faculty / Venue)
- Responsible for Man power planning.
- Compensation (PF, ESI, Bonus & Employee welfare & Benefits).
- Calculation of Bonus & L.T.A. (Leave Traveling Allowance.)
- Implementation of Time management in staff as well as workers (In time, Out time, Out door duties, Lunch time etc.)
- Verifying employees in time & out time.
- Keeping Leave records.
- Issuing Appointment letters to new comers with the roles & responsibility.
- Keeping records of employee personal files. (Including DOB, DOJ, No. of awards, Promotion details, demotion details, No. of complaints etc.)
- Monthly as well as annual H.R. reports. (Including List of Employees, Monthly salary details, Monthly working hours, new joining, resignation details with reasons, Department wise O.T. & Salary, Leave details)
- Monitoring employee's effectiveness.
- Responsible for Social activity like, Blood donation program, Employee fitness test etc.
- Maintain employee's motivation records. (Like token, gift, attendance award list, best performance list etc.....)
- Attending employees' grievances and take necessary steps to solve the issues.

SKILLS

- MS Office Proficient
- Adaptable
- Communication Skill
- Team Leader/Player

LANGUAGES

- English
- Malayalam
- Tamil

PERSONAL ATTRIBUTES

- Honest and trustworthy, respectful, flexible and proactive.
- Very cooperative with colleagues.
- Voluntary to work extra hours, if necessary.
- Good attendance record.
- Effective team worker.

DECLARATION

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

Jaseena Jaffer