



SANU KABEER

CONTACT

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Address:
Kerala, India

LANGUAGES

- English
- Arabic
- Hindi
- Tamil
- Malayalam

PERSONAL INFO

- **Nationality** : Indian
- **Date of Birth** : 30/05/1988
- **Marital Status** : Single
- **Gender** : Male
- **Religion** : Muslim
- **Passport No.** : U2362110
- **Expiry Date** : 13/12/2030

DRIVING LICENSE

- Valid Indian LMV Driving License

PROFILE SUMMARY

Around 5 years of experience in management consulting assisting clients in streamlining process of Recruitment, looking for a Challenging position to excel functionally into HR. Strong ability to communicate technical and business information to widely varied audiences.

EDUCATION

BCA (Bachelor Degree in Computer Applications) - 2010
Bharathiya Vidhya Bhavan University

WORK EXPERIENCE

HR EXECUTIVE

ITS International Group, Kerala – India
May2021 – December 2023

Key Result Areas:

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to human resource executives.
- Compile and update employee records (hard and soft copies).
- Coordinative communications with candidates and schedule interviews.
- Assist our recruiters to source candidates and update database.
- Manage the full recruitment cycle, including posting job ads, screening resumes, conducting initial interviews, arranging candidate interviews with hiring manager for all the assigned positions.
- Utilize social media, Job boards, and other recruitment tools to source and attract top talent.
- Develop and maintain a talent pool of qualified candidates for future job openings.
- Interacting directly with the clients to understand their requirement needs of the clients in detail.

OFFICE ADMINISTRATOR

GRAND PRIME STAR GROUP, BUSINESS BAY, DUBAI – U.A.E.
18/08/2018 - 10/03/2020

Key Result Areas:

- Answer and direct phone calls.
- Organize and schedule appointments.
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Update and maintain office policies and procedures.
- Order office supplies and research new deals and suppliers.
- Maintain contact lists.
- Book travel arrangements.
- Submit and reconcile expense reports.
- Provide general support to visitors.
- Act as the point of contact for internal and external clients.

SKILLS:

- **HR Policies & Procedures, Sourcing, Screening, Talent Acquisition.**
- **Vacancies advertising.**
- **Human Resources, Excel,**
- **Onboarding.**
- **Employee relations**

- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.
- 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.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.

ADMIN ASSISTANT & STORE MANAGER

LEELA GROUP, KERALA, INDIA

04/02/2011 – 12/08/2017

Key Result Areas:

- A store manager is responsible for overseeing the daily operations of a store, making sure it runs smoothly and effectively. Their duties include motivating sales teams, creating business strategies, developing promotional material, and training new staff.
- Completed opening and closing procedures each day.
- Monitored stock levels and wrote timely order supply requests to replenish merchandise.
- Stocked and restocked inventory upon delivery receipt, maintaining accurate supply records.
- Set SMART goals for store team, developing staff abilities and increasing sales performance.
- Led regular staff performance reviews to provide guidance and support for individual development.
- Assisted in recruiting, hiring and on boarding store staff.
- Maintained strong partnership with Operations Manager to keep alignment and timely communication.
- Solicited customer feedback to understand customer needs and constantly improve product offerings.

I.T. SKILLS:

- Document Controller.
- Internet Client Relationship.
- Administration.
- Software installation.
- Technical support.
- M.S. Office.
- Windows XP
- Customer service.
- Software Programming.
- Software updating.
- Trouble shooting.

DECLARATION:

I hereby declare that the above statements are true and current as best of my knowledge and belief.

SANU KABEER