



ABDUL JAMIH P

HR ADMIN & RECRUITER

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EDUCATION

June 2016-May 2020: BACHELOR OF MECHANICAL ENGINEERING

ST XAVIER CATHOLIC COLLAGE OF ENGINEERING

ANNA UNIVERSITY, TAMIL NADU, INDIA

PERSONAL PROFILE

- Date of birth : 23/07/1998
- Sex : Male
- Nationality : Indian
- Marital status : Single
- Religion : Islam
- Language known : English, Malayalam & Tamil

PASSPORT DETAILS

- Passport No : S4971410
- visa status : visit visa

OBJECTIVE

Experienced, dynamic and result oriented Human Resources professional with Two years of experience in HR domain specifically Admin and recruitment. Have completed UAE Labour law and Immigration law Course. Expertise in the areas of Staffing, Recruiting, Sourcing, HeadHunting, Team Handling, Reporting, Vendor Management, Interviewing. Experience in end-to-end recruitment processes from identifying talent to screening candidates to conducting interviews. Skilled at sharing organizational policies, regulations and job goals to new employees

CERTIFICATION

- COMPLETED THE COURSE OF UAE LABOUR LAW
- COMPLETED THE TRAINING AND COURSE OF LABOUR & IMMIGRATION LAW CERTIFIED BY KNOWLEDGE HUMAN DEVELOPMENT AUTHORITY (KHDA) & LEARNERS POINT ACADEMY

- June 2023

Course Objective

- Attain proficiency to understand the key practices and regulations of the Labour laws of the UAE
- Adhere to the Labour law when recruiting, and learn how to handle downsizing and redundancies
 - Manage organization's legal requirements related to recruitment, salaries, end of service gratuity
 - Handle the company's legal disputes, Labour inspections, and employment contract negotiations in a better way
 - Understand the various contract types and differences
 - Protecting workers right, ensuring safe and healthy working condition, promoting fair wages, and preventing exploitation
 - The law prohibits forced labour and discrimination on the basis of gender, race, colour, sex, religion, national or social origin or disability. It also spells out employers' obligations towards employees.

SKILLS

NAUKRI GULF:

ADVANCED

INDEED:

ADVANCED

MS OFFICE:

INTERMEDIATE

RECRUITMENT AND SCREENING:

ADVANCED

INTERVIEW COORDINATING:

ADVANCED

MULTITASKING:

ADVANCED

LINKED IN:

INTERMEDIATE

JOB ANALYSIS:

INTERMEDIATE

WORK EXPERIENCE

PROSPECT HR

HR Admin and Recruiter

FEB 2022 - April 2023

- Managing entire HR function employee lifecycle management, on boarding/off boarding, employee relation, policy creation & implementation, involved in creating company culture from scratch.
- Managing clients (Infosys, IBS Software, Quest Global) and keeping track of all the contract maintenance & completes human resource operational requirements by scheduling and assigning employees, following up on work-result.
- Completes human resource operational requirements by scheduling and assigning employees. following up on work result
- Organize and maintain personnel records, update internal databases (e.g. record sick or maternity leave)
- Having extensive knowledge and working in different job portals such as Naukri, Monster, Indeed, Linked in.
- Maintains the work structure by updating job requirement and job descriptions for all positions. Arranging & Conducting interviews
- Researching, speaking to employees in person, and solving their issues.

HINDUSTAN HR SOLUTION

HR RECRUITER

May 2021 - jan 2022

- Handling complete cycle of recruitment, which includes job identification, sourcing, selection and interviewing for both IT and Non-IT
- Conducting telephonic and personal interviews to make sure that candidate should match with the requirement as per the client's job description Interacting with the candidate with regard to the interview
- Scheduled and follow up to ensure the candidate joins the client in stipulated time.
- Managing clients and keeping track of all the maintenance contract
- Provide clients with quality candidates for open requirements by performing phone screens, interviews and reference checks.

