



# NOUFAL KHADER

## Human Resource Generalist

### PROFESSIONAL SUMMARY

Senior Human Resources Generalist with 4 years of progressive experience managing employee benefits & compliance, employee hiring & onboarding, performance management processes, licensure tracking, and HR records. Dependable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization

### CONTACT

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### SKILLS

- Employment Law
- Staff Recruitment & Retention
- Induction & On-Boarding
- Performance Management
- Leave Management
- HR Policies & Procedures
- Staff exit process.
- Medical Insurance Handling
- Disciplinary Policy
- Grievance Handling
- HRMS Database Administration
- Employee Relations
- Benefits Administration
- Record keeping
- Effective Time management

### EDUCATION

#### Master of Business Administration (MBA): 2018

Dual Specialized in MBA – Human Resource and Shipping & Logistics

**Anna University - Chennai, India**

#### Bachelor of Commerce (BCOM)-2015

Specialized with Computer Application  
**Calicut University - Kerala, India**

### WORK HISTORY

#### **SR.HR GENERALIST**

**09/2019- Current**

#### **IHG INDUSTRY LLC - Dubai, UAE.**

- Prepare manual and system payroll process and payment.
- HR Policies, performance management and various HR forms.
- Extensive experience in maintaining staffs leave records, leave policy and leave salary preparation.
- Managing Employee separation process, final procedures, Final settlement calculation & complete exit process.
- Recruitment, Induction & On boarding.
- Measure and monitor employee retention and turnover rates.
- Preparing various letters like confirmation letter, transfer letter, warning letter, termination letter, NOC, experience certificate, etc.
- Medical Insurance handling (Addition, Deletion, Claim follow up).
- Oversee daily operations of the HR department.
- Managing employee files and updating employee's records (Physical & Digital) such as joining, Resigning, Leave updates & furnishing report.
- Acting as the point of contact regarding labor legislation issues.
- Coordinating for New Visa process, Visa renewal, medical insurance, etc
- Meticulous record keeping of employee personal files, vigilance on attendance and payroll, ensuring safety and confidentiality of data,
- Provide information and assistance to staff, supervisors and council on Human Resource and work-related issues,
- Managing staff KPIs by updating all information and ensuring that all processes are working properly,
- Employee Retention, Disciplinary policies, Monitoring staff attendance, Staff welfare activities.
- Employee Relation & Grievances Handling,
- Coordinating Training and Employee performance appraisal.
- Coordinate with Recruitment Agency & Travel Agency if required.
- Daily, Weekly, and monthly report preparation,
- Air ticket and hotel booking,
- Handling hold salary, release salary and passport releasing process.
- Initiate and implement any necessary changes to help or boost worker productivity (better assessment process or incentive programs etc.) by discussing with management.

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## ACHIEVEMENTS

- Got promoted from HR Assistant to SR.HR Generalist
- Coordinated special, public and private events.
- Updated and implemented policies for continued company compliance with Management guidelines.
- Enhanced ERP processes, implementing across department for increased productivity and profits.
- Implemented new, interactive employee scheduling system to monitor, gauge and project staffing needs.
- Streamlined workflow by consolidating lengthy processes and redundant documentation which resulted in more effective and timely completion of tasks.
- Negotiated contracts salary packages, resulting in annual savings.

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## LANGUAGES

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM
- ARABIC

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## MICROSOFT OFFICE

- EXCEL
- WORD
- POWER POINT
- OUTLOOK

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## PERSONAL DATA

Father's Name: Khader  
Date of Birth: 29 Sep 1994  
Sex: Male  
Nationality: Indian  
Marital status: Married  
Visa status: Employment Visa  
Passport: M3705762

### Driving License:

### Holding Valid UAE Driving License

### Key Achievements:

- Built from the ground up a recruitment process and an onboarding process, designed induction training.
- Managed day-to-day HR activities such as employee requests, grievances management, preparing letters/certificates, offer letter releasing, announcing & preparing Employee of the month certificates, Visa renewals, processing monthly Reimbursements & annual Airfare reimbursements.
- Tracked attendance for all internal & on-site employees, time sheets & related approvals collections, coordinating with Invoicing & Finance Team to ensure smooth customer billing cycle.
- Learning & Development – creating frameworks that support people to reach their potential and fulfill their ambitions.
- Overseeing Employee Aging, Absenteeism, Employee Cost, Recruitment Cost Reports, Annual Employee Attrition Rate Report and Performance Appraisals.
- Well known to communicate and apply reward & recognition strategies leading to an engaged and high-performing workforce.

### **HR Recruiter & Admin**

03/2018 to 03/2019

### **RB WOVEN PVT LTD – Chennai, India**

- Handled end to end recruitment process and to ensure that the resource request is completed within deadlines.
- Utilize Job portals for recruitment and use social networking sites to identify and source exact candidates.
- Screen resumes as per the JD, preliminary rounds of HR interviews (telephonic / Face to Face) / scheduling face to face rounds with Functional Heads.
- Collecting the requirements from the management.
- Headhunting, sourcing, screening, short-listing & scheduling interviewing the candidates as per the Business Unit.
- Handling Pre-recruitment, Post recruitment and exit formalities.
- Responsible for New Employee Joining Formalities, Providing the training for the new joiners' and conducting refreshment programme training in the organization.

### Key Achievements:

- Researching, developing, and providing verbal and written advice and recommendations on a range of HR topics, including People issues.
- Applied and maintained a high level of human resource management subject matter knowledge, experience, and skills.
- Responsible for preparing the monthly payroll data, including edit the newcomers, the final settlement for resigned employees, any deductions or compensation.
- Maintained employment records related to events, such as hiring, termination, leaves, transfers, promotions, or assignments.

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## DECLARATION

I hereby certify that the above information is true, complete, and correct to the best of my knowledge.

**NOUFAL KHADER**