



anupamaplr@gmail.com



0503299808

Sharjah,UAE



DOB:27th Dec 1988

Visa Status: Residence visa

EDUCATION

Bachelor of Commerce: HR & Accounts
Kerala University, Trivandrum

MBA: HR & Finance
Kerala University, Trivandrum

ANUPAMA RAJ

Experienced HR Professional

PROFESSIONAL SUMMARY

Responsive Human Resources professional with well-rounded experience in all functional areas of HR, including labor law compliance, Employee relations and Performance management, leave of absence and Payroll. Willingness to take on added responsibilities to meet team goals

ACCOMPLISHMENTS

- Collaborated with team in the development of ZED.
- Organized various events, programs, blood donation camp at college level.
- General Secretary of MGCF, Ladies wing under Indian Association.

SKILLS

- Recruitment and Onboarding
- Training and Development
- Letters and correspondence
- Human Resource Operations
- Administration
- Managing Employee Relations
- Exit Interviews and Processes
- Employee Performance Management
- Payroll Management
- Visa Management

WORK HISTORY

December 2021 – Dec 2023

British Curriculum

THE APPLE INTERNATIONAL SCHOOL - HR Business Partner, Dubai

Employee's Strength: 240 Employees

Key Responsibilities:

- Being the primary point of contact for all school staffs on HR queries, including contracts, terms and conditions, payroll, policies and entitlements.
- Managed full cycle of recruiting, hiring, and onboarding new employees.
- Supporting SLT in the effective attraction for recruitment of staffs.
- Well versed with the UAE labor laws and disciplinary procedures.
- Have extensive experience in handling DSIB Inspection.
- Responsible for Monthly attendance, payroll processing and all kinds of leave Management including Maternity Cover.
- Ensured that school licenses, employment visa's, work permits, and other Ministry time-sensitive documents are renewed well ahead of deadlines.

- Processing visa, work permits and all govt related works of staffs.
- Responsible for processing medical insurance of staff and timely renewals.
- Assist in administration and operations of the school.

September 2020 - November 2021

Solve Plastics Products Private Ltd. - HR & Admin Manager, India

Employee's Strength: 225 Employees

Key Responsibilities:

- On-Board and Induction to new Employees, Recruitment, Payroll
- Leave Management, Master data Preparation, Statutory License
- Renewals, PF & ESI, Admin related works

May 2019 - December 2019

Truebell Trading and Marketing LLC - HR Executive, Dubai

Employee Strength: 850 +Employees

Key Responsibilities:

- Responsible for recruitment & Selection and ensure timely conduct of newHiring, Orientation and on-boarding.
- Develop & update HR policies, Procedures & forms, JD'S Role
- Responsible for Monthly attendance, payroll processing and all kind of
- Leave Management including Maternity Cover.
- Responsible for collecting documents of employees for visa processing andmaintaining bill for accounting and billing.
- Responsible for processing medical insurance of staffs and timely renewals
- Updating Medical Insurance policy.

June 2015 - May 2018

Diamonds Business and Management Consultancy LLC - HR Administrator, Dubai

- Screening phone calls, enquiries, requests, mails handling them and makingappointments, arranging meetings and preparing minutes.
- Administrating payroll and maintaining employee records, obtaining temporary staff from agencies, Coordinating and clerical support to individuals
- General HR activities which include prepared and communicated offer letterto new employees scheduled interviews, monitoring attendance and staff performance, updating internal HR database

CERTIFICATIONS

- Certificate program in Hospital Administration, ISSD approved by TUV-SUD.
- Certificate course in Advanced MS Excel.

Declaration:

I, hereby declare that the above-mentioned details furnished by me are true and correct to the best of my knowledge and belief. I am willing to produce original documents on demand at any stage.



Anupama Raj