



JIFNA KALATHINGAL

HUMAN RESOURCE PROFFESIONAL

ABOUT ME

A SEASONED HR PROFESSIONAL WITH OVER 5 YEARS OF EXTENSIVE EXPERIENCE IN END-TO-END TALENT ACQUISITION AND MANAGEMENT. **DEMONSTRATED EXPERTISE IN FORMULATING AND EXECUTING RECRUITMENT STRATEGIES, CANDIDATE SOURCING, AND RELATIONSHIP MANAGEMENT WITH BOTH WHITE COLLARS & BLUE COLLARS.** ADEPT AT MANAGING A HIGH-VOLUME RECRUITMENT PIPELINE AND ENSURING A SEAMLESS AND POSITIVE CANDIDATE EXPERIENCE. **I AM PASSIONATE IN MARKET RESEARCH, TALENT SOURCING, AND FINDING THE BEST PERSON TO JOIN THE TEAM AND FILL A ROLE. I USE TOOLS LIKE X-RAY SEARCH, INDEED AND LINKEDIN RECRUITER TO FIND AND EMPLOY APPLICANTS ALL ACROSS THE WORLD.**

- VISA STATUS - SPOUSE VISA
- DRIVING LICENSE - UAE

CONTACT

+971 52 889 4664

jifna4154@gmail.com

linkedin.com/in/jifna-kalathingal

Dubai, UAE

QUALIFICATIONS

MASTER OF BUSINESS ADMINISTRATION

(CALICUT UNIVERSITY 2017 - 2019)

HUMAN RESOURCE & FINANCE MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION

(CALICUT UNIVERSITY 2014 - 2017)

SPECIALIZATION IN MARKETING

WORK EXPERIENCE

HR GENERALIST

PUREBORN, UK & UAE

(JULY 2023 - PRESENT)

- Develop and implement HR policies, rostering, scheduling, metrics, and KPIs that align with company values and legal requirements. Collaborate with stakeholders to identify opportunities for improving HR processes through automation and better use of technology.
- Manage the recruitment and onboarding process, including sourcing candidates, conducting interviews, and facilitating new hire orientation.
- Oversee employee relations and performance management processes, providing guidance and support to managers and with Managing the recruitment of white collars & Blue Collars and onboarding process, including sourcing candidates, conducting interviews, and facilitating new hire orientation.

HR & ADMIN OFFICER

AL QARYAH CARS AUCTION, UAE

(JAN 2023 - JUN 2023)

- Collaborate with HR and payroll teams to ensure accurate and timely processing of employee data, including new hires, terminations, promotions, and salary adjustments.
- Actively maintain employee records in digital formats to include updates to related-employee records, reflective of any changes in employment such as promotions, increases, benefits deductions, etc., in accordance with the company's record retention
- Policies and procedures and state and federal laws and regulations
- Conduct regular assessments of HR programs and processes to identify areas for improvement and implement solutions.
- Stay current on HR trends and best practices to ensure that our organization remains competitive in the marketplace.

SOFTWARE SKILLS

- CONNECTHR
- KEKA
- BAYZAT
- POWER BI
- MS OFFICE 365

PROFESSIONAL SKILLS

- SOURCING
- RECRUITING
- NEGOTIATION
- RELATIONSHIP BUILDING
- ONBOARDING

ACHIEVEMENTS

- INTRODUCED THE CONCEPT OF ONGOING TRAINING
- IMPLEMENTED INCENTIVE PLAN
- GAINED & HONED STRONG SKILLS IN TIME MANAGEMENT & ORGANIZATION
- FOSTERED A TEAM ENVIRONMENT
- LOWER OPERATION COST

WORK EXPERIENCE

HR & ADMINISTRATIVE ASSISTANT

SAFARI MALL, UAE

(SEP 2019 - JAN 2023)

- Coordinating full cycle of recruitment process from selection, mobilization, resignation, termination, leave of the staff, Resident visa Formalities of the staff, memo & letter drafting, Facilitates medical test for all employees.
- Provided administrative support with payroll preparation, Outlook calendars meetings, and training events.
- Trained and on boarded new employees, and conducted orientations for 200 newly hired staff under UAE labor laws. Accomplishes human resources department and organization mission by completing related results as needed.

INTERNSHIP

HR INTERN

BIN SARI SPECIALIZED TECHNOLOGIES, UAE

(APR 2019 - MAY 2019)

- Source potential candidates through online channels (social platforms and professional networks, indeed, etc.)
- Review and follow up on employment applications, visa documents, monitoring excel sheet and background check reports for all new joiners.
- Conduct an induction / orientation for new joiners within our rules and regulations.
- Coordinate with Team to identify staffing needs. As well as, communicate regularly with HR department to get a clear view of company's hiring needs and organizational goals.
 - Stellar organizational skills, working with a sound sense of urgency and possessing the ability to quickly prioritize various top priorities

MARKETING INTERN

ADITYA BIRLA LTD, INDIA

(FEB 2019 - MAR 2019)

- Prepares reports and analyses to continuously track the performance metrics, support corresponding actions and discover development areas, Analyzing data to discover target audience, customer expectations and pain points and discover insights.
- Generating ideas and supporting operations for the development and growth of initiatives