

Resume



JISHNU K P

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CAREER OBJECTIVE

Capable of achieving personal and team objectives through learning attitude, patience, listening, team building, and Interpersonal skills. Ambitious and goal oriented with clear vision of future objectives. Keen to find a challenging position within a progressive organization.

EDUCATIONAL QUALIFICATIONS

<u>COURSE DONE</u>	<u>INSTITUTION NAME</u>	<u>YEAR OF COMPLETION</u>
Master of Business Administration	Acharya Institute of Technology, Bangalore, Karnataka India	2014
Bachelor of Commerce	University of Calicut, Kerala, India	2012

KEY SKILLS AND COMPETENCIES

- Enhancing operations, business development and service delivery.
- Knowledge about UAE labour laws, policies payroll systems etc.
- Identifying, targeting and focusing resources.
- Strategic and business planning.
- Ability to enthuse and develop staff.
- Love to work under deadline pressure and deliver high quality results.
- Able to organize and lead a team towards further growth.
- Making high-level decisions about policy and strategy.
- Ability to travel, use initiative and work independently.
- Setting the culture of the company.
- High negotiation skills to make deals on one time basis

WORK EXPERIENCE



AASA Group of Companies, Dubai as Asst Manager Operations &Marketing (December 2016 to August 2017)

Key responsibilities Handled-

- Market Research and Analysis
- Tele calling different companies to arrange meetings as well arranging sales.
- Direct visiting to different companies and going to sites to understand the requirements for manpower
- Meet up with prospectus clients and negotiating the terms of business
- Coordinating with camps for deployment of workers to sites.
- Collection of payments from clients
- Regular follow up with various companies to understand the manpower needs through telephone
- Meeting up with workers to understand the issues and complaints they have and finding out solutions to resolve it.
- Visiting the client's sites to understand the performance level of workers and to make the required changes as per the client's needs.
- Meeting up the targets given by the Management on monthly basis
- Overall management of a team consisting of around 3000 engineers, supervisors, coordinators and labours.
- Checking and approving the time sheets of workers for payroll.



AASA Group of Companies, Dubai as HR & Admin Executive (June 2015 to December 2016)

Key responsibilities Handled-

- Selecting resumes of candidates using various job portals and shortlisting the resumes
- Conducting telephonic interviews as well as scheduling the personal interviews for selected candidates.
- Participating in recruitment interview with Sr. Manager Hr & Admin
- Typing of offer letters after required approvals from Management and getting it signed by the recruited candidates.
- Collections of documents required for visa processing and proceeding with the visa process for candidates.

- Arranging of medical insurance cards for new employees as well as cancelation of insurance card of relieving employees by coordinating with the insurance team.
- Arranging transportation for airport pickup and accommodation for new joining employees
- Conducting induction process for new joining employees
- Providing attendance information of the employees to payroll for salary preparation.
- Approval of annual and emergency leaves of employees by calculation the leave due.
- Giving instructions to the payroll regarding the settlement amount to be given to workers going for leave of visa cancelation
- Interacting with company employees to understand their problems and solving them periodically with the support of Management.
- Taking performance reviews of workers through the concerned department heads and reporting to the Sr. Manager Hr & Admin
- Solving the issues with salary deductions or salary differences of workers by communicating with the payroll team.
- Dealing with overseas recruitment agencies and providing the requirements to the most suitable agencies
- Drafting of Notices, Memos, Letters and warning letters as well as issuing them
- Going to Dubai Municipality, Dubai Court, and Labour Offices with the PRO for various purposes
- Proving increment letters, performance appraisals etc. to employees depending on their performance review reports.
- Conducting the relieving formalities of workers such as exit interviews, arranging sent of meetings after coordinating with management etc.



JP Morgan Chase, Bangalore as VP Marketing July 2014 to December 2014

Achievements

- **Have attended Marketing Conclave in PESIT College, Bangalore**
- **Undergone training at PSB Academy (Singapore) in International Marketing**
- **Have Passed Inter**

PERSONAL PROFILE

Permanent Address : **JISHNU K P**
 Kaliparambil House
 P.O Peringottukara
 Thrissur
 Kerala, India

Date of Birth : 09/01/1991

Passport Detail : L 6108156

Driving License : Dubai & India

Visa Status : Visit Visa (Valid till 06/01/2018)

Nationality : Indian

Languages Known : English, Hindi, Tamil and Malayalam

Reference : Akhila Sujith (Project Director – Etisalat)
 0503540303
 Sujith Iyyani (General Manager – Star Petro Energy LLC)
 0567181555