



JAYAN PARIKINGAL

HR MANAGER

CONTACT

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P1-103, Abdul Aziz Building,
AINahda, UAE

EDUCATION

MG UNIVERSITY, INDIA

- Master of Business Administration
(Finance & HRM)

UNIVERSITY OF CALICUT, INDIA

- Bachelor of Science
(Mathematics)

SKILLS

- HR Management
- Employee Relations
- Teamwork
- Time Management
- Microsoft Office
- Effective Communication
- Critical Thinking
- Administrative Support
- Adaptability
- Problem solving

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Tamil (Fluent)
- Malayalam (Native)

PROFILE

Driven and highly motivated HR Manager with 14 years vast experience in recruitment, employee relations and strategic HR management. Not only capable of developing a cordial workplace climate and ensuring adherence to HR standards, but also able to establish the HR objectives towards the organization's mission so as to maximize efficiency and satisfaction among the employees. Possess experience and administrative skills necessary for the management of people and resolving inter-related HR issues to facilitate organizational development.

WORK EXPERIENCE

Dubai Glass Industry, Dubai HR Manager

June 2024 - Present

- Managing end to end HR operations including recruitment, onboarding and the employee relations.
- Payroll, compliance to UAE labour law and employee attendance.
- Execute employee engagement programs with a focus on boosting employee morals and productivity.
- Training and development initiatives for skill enhancement.

Classic Academy, Palakkad, Kerala HR Manager

Oct 2021-Mar2024

- Develop and execute comprehensive HR strategies and campaigns that align with the company's goals and objectives.
- Lead, mentor, and manage a high-performing HR team, fostering a collaborative and results-driven work environment.
- Drive budget planning and resource allocation.
- Develop and implement policies for efficient workflows.

MES College, Palakkad, Kerala HR Generalist & Admin Manager

Oct 2012-Sept 2021

- Develop effective recruitment and selection strategies by posting job adverts, screening applicants, interviewing potential candidates, and working with a team of hiring managers.
- Manage the effective transition of new employees to the organization by overseeing the orientation of these new employees as well as their training and adjustment into the new work in stricter timeliness.

Weizmann Forex Ltd, Palakkad, Kerala

May 2010- Sept 2012

Branch Incharge

- Monitor and maintain consistency across all marketing channels.
- Addressed customer inquiries and concerns promptly.
- Prepared accurate and timely financial report.
- Implemented measures to discover and mitigate plausible risks.
- Create and manage the budget, ensuring efficient allocation of resources and optimizing ROI.
- Oversee market research to identify emerging trends, customer needs & competitor strategies.
- Foster effective communication across departments.
- Resolve issues and implement problem-solving strategies.
- Utilize organizational skills to ensure smooth office operations.

CERTIFICATIONS

Certified Human Resource Professional (CHRP)

Diploma in Computerized Financial Accounting (DCFA)

REFERENCES

References Available Upon Request.