

ALAN JOY



OBJECTIVE

Passionate HR & Admin Executive with a goal to create a positive work environment. Dedicated to implementing HR strategies, talent management, and administrative efficiency. Committed to fostering employee growth, ensuring compliance, and contributing to overall organizational success by aligning HR practices with business objectives and fostering a culture of excellence.

EXPERIENCE

LENSEMAX OPTICALS AND EYE CLINIC-HR& Admin Executive 2020-2023

- Effectively managed diverse human resources and administrative functions.
- Oversaw recruitment processes, conducted interviews, and facilitated employee onboarding.
- Maintained positive employee relations, ensuring a conducive work environment.
- Proficient in administrative tasks, handling scheduling, documentation, and office organization with precision.
- Played a pivotal role in policy implementation, fostering compliance and ethical work practices.
- Facilitated training sessions, contributing to team development.
- Dedication, attention to detail, and proactive problem-solving significantly enhanced overall efficiency and success of our organization.

Ernst and Young (E.Y)-Associate Analyst (Risk Management) 2022-2024

- Initial review and evaluate MENA engagement team submissions.
- Provide guidance on AML folder creation and oversee completion.
- Coordinate AML tool deployment across countries and service lines.
- Research and resolve client queries promptly.
- Prepare daily, weekly, and monthly production reports.
- Raise tickets to the Global team for technical issues.
- Collaborate with stakeholders to launch projects in MENA countries.
- Develop training materials and provide sessions to MENA teams.
- Assist in deploying projects in other MENA countries.
- Proficient in risk assessment, client onboarding, and compliance procedures.
- Conduct thorough risk assessments and provide mitigation recommendations.
- Collaborate with cross-functional teams to implement CRM strategies.
- Generate AML tool reports for management and regulatory purposes.
- Collaborate with AML analysts, compliance officers, and IT personnel for issue resolution and tool improvement.

EDUCATION

Post Graduate Diploma in Human Resource Management

Indira Gandhi National Open University
-2020-2021

Master of Business Administration- (Marketing & Finance)

DC School of Management and
Technology-2019-2021

Bachelor of Business Administration

Marthoma College of Science and
Technology-2016-2019

SKILLS

- Recruitment and Onboarding
- Employee Relations
- Client query resolution
- Administrative Proficiency
- Problem solving
- Report Generation
- Employee retention Program

ACTIVITIES AND AWARDS

- User recognition award - E Y Appreciate
- Active Member of National Service Scheme

CERTIFICATIONS

- Microsoft Specialist - Excel
- Lean Six Sigma Green Belt-Certification AIGPE

LANGUAGE

- English
- Malayalam
- Hindi (Read and Write)

REFERENCE

Jindo Joy - Ernst and Young
Assistant Manager
Jindojoy@ey.gds.com
+91 98460 53130

PASSPORT AND VISA STATUS

Passport Number : V8785008
Date of Expiry:31/3/2032
Visa Status: Visiting Visa
Visa Expiry - 12/3/2024