



Jasim Sulaiman

HR MANAGER/HR ASSISTANT/BUSINESS DEVELOPMENT MANAGER

HR Manager, Ghaza Computer Branch-1, Behind the City Center,
Industrial area 1, Al Nahda, Sharjah

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jasimsulaiman2007@gmail.com

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization. To work with an environment which encourages me to succeed and grow professionally where I can utilise my skills and knowledge appropriately.

Experience

- GHAZA COMPUTER TR. LLC** 12 June 2023 - Till date
HR MANAGER
Business Management.
Strategic planning process .
Managing Employees Performance appraisal.
Screening resumes/cvs , conducting direct and Telephonic interviews.
Conducting joining formalities, Induction & orientation for newly joining staffs.
Maintaining of employees personal records
Visa processing for new joining staffs and renewal process for existing staffs like medical, finger print scanning, documents verification -collaboration with typing center
Conducting staff meeting for giving motivation and evaluation about their performance and instructions for improving Business
Rounds in all departments for observation.
Asset management and inventory control
Collecting daily reports from each sections/departments to submitted to CEO
Guest management.
Records keeping for debits, electricity, water, delivery payments and other related documents
Making tie up with companies to promote business.
Certificate and license related works for the company.
Complaint and suggestions reports verification for staffs and customers.
Leave application, leave card , punching details, annual leave, increments, termination records management .
Publishing advertisement for company through social media and other related platforms
Issuing of uniforms, ID cards, overtime allowance to staffs.
Monitoring and frequently observing conduct of staff and supervision of activities including corrective measures and disciplinary action including memo and subsequent termination.
Preparing daily, weekly and monthly observation and evaluation reports and submitting to GM and CEO.
Supervision of staffs behavior and attitude to customers.
Supervision of housekeeping activities.
Monitoring shipment items when loading and unloading and making reports.
Cash recovery for the company.
- MIDAS HEALTHCARE SCANS AND DIAGNOSTICS** 2021 April 1 - 2023 Feb 28
Business Development Manager
Administration, Marketing, Team building.
Organizing event's, seminars, medical camps.
Role of a mediator between institutions and doctors or resources person.
Field work for getting reference from other institutions/Doctors
Meeting sections conducting for evaluation.
Motivation for staff members.
Implementation of new business strategies for improving business.
Making quarter and half year evaluation report to submit MD.
Purchasing of new machines and instruments for the institutions.
Monitoring and guidance giving to the Public Relations Officer's for proper work and evaluating their daily report.

Giving advertisement through newspaper and other media's for institution.
Conducting interviews for new candidates.
Annual performance appraisal submitting to Management for the employees.
Marketing of MRI scan,CT scan,Ultrasound Scanning,ECG,Lab, Digital X ray,OPG and MAMMOGRAM.
Purchasing of requirement items for company.

- **Muthoot Healthcare pvt.ltd** 2010 - 2018
Manager
- **Vijaya Hospital, Kottarakara** 2009 - 2010
Public Relations Officer
- **Birla Sunlife Insurance** 2004 - Still continuing
Financial Advisor

Education

- **Amrita viswa vidhya peetham** 2009
MSW HR & Medical and Psychiatric social work
First class
- **Kerala University** 2007
BA Sociology
Second class
- **Board of higher secondary** 2004
Plus Two
Second class
- **Board of higher secondary** 2002
SSLC

Skills

- Administration, Decision Making, Problem solving, Communication, Team building and team work, Ability to work under pressure, Counselling, Marketing, Public Relations, Guest Management, Employee oriented, Critical thinking, Performance management, Problem solving, Motivation, Making rapport with people and organizations, Driving.
- Sports -Cricket, Badminton.

Achievements & Awards

- Best PRO award from Muthoot Diagnostics, Thiruvalla 2011-2012, Kerala, India
- Best PRO award from Muthoot Diagnostics, Thiruvalla 2012-2013, Kerala, India
- Best Manager award from Muthoot Healthcare 2018, Alleppy, Kerala, India (especially for handling center from flood situation-disaster management and business achievement)
- Best Financial advisor award from Birla sunlife insurance during the year 2007
- IELTS BAND SCORE 5.5 2022
- Successfully completed project work as part of MSW curriculum -subject -substance abuse among higher secondary students

Interests

- Browsing, Badminton,Cricket,movies, travelling, driving

Activities

- Learning everyday for something new Self motivation Business Development Marketing Social work's Cricket Badminton Music

Languages

- English-R W S Malayalam-R W S Hindi-R W Arabic-R W

Personal Details

- Date of Birth : 20/05/1987
- Marital Status : Married
- Nationality : Indian
- Religion : Islam - Muslim
- Passport : S 5169713
- Driving Licence : Indian union heavy license with badge
- Place : Sharjah

Reference

- Mr. Koshy Alex - Midas Healthcare Alleppey, Kerala, India**
CEO
Koshy@midashealthcare.com
+9196051 46606
- Mr Joseph k Thomas - Muthoot Healthcare , Kozhencherry, Kerala, India**
Administration Manager
Josephkanatu@gmail.com
+91 94956 33351
- Mr Prasanth v - Vijaya hospital, Kottarakkara, Kerala, India**
General manager
+9194472 71743

Additional Information

Social work
Charity activities-as a club member
Cultural skills
Political work and leadership
Driving Licence with Heavy, Badge, Light motors,Two wheeler(IND).

Present Visa Status... Company Visa
Licence number(IND)...c 5275186
Passport number S5169713