

SHAFEERA THOVUKAN

HR Executive

ABOUT ME

- Strategic HR Executive with 2+ years of experience of HR functions, including recruitment, employee development, compliance, and performance management. Skilled in driving organizational change, fostering employee engagement, and building high-performing teams. Proven track record in aligning HR strategies with business objectives to improve productivity and employee retention.

EXPERIENCE

HR Executive

TOTAL TOOLS TRADERS - | 2022 - 2024

KERALA - INDIA

- Worked with an energetic team, overseeing recruitment, employee relations, and training for a 15+ employee organization.
- Implemented HR strategies that reduced employee turnover which helped the organization.
- Experience in performance management system overhaul.
- Spearheaded diversity and inclusion initiatives.
- Ensured compliance with labor laws and regulations, mitigating risks through effective policy enforcement.
- Managed full-cycle recruitment for mid-to-senior level positions, reducing time-to-hire by 10%.
- Improved employee engagement scores through tailored development programs and recognition initiatives.
- Assisted in the implementation of a new software system, streamlining HR processes and improving reporting accuracy.
- Provided guidance to management on employee relations and conflict resolution, leading to a remarkable reduction in grievances.

EDUCATION

POST GRADUATION - (M.com)

University of Calicut

Master Of Commerce

BACHELOR DEGREE (B.com)

University of Calicut

Bachelor Of Commerce



CONTACT DETAILS

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SKILLS

- Greet and guides guests fruitfully.
- Handles clients grievances.
- Performance Management & Coaching
- Respond to customer queries directly and through telephone.
- Organizational Development
- Compensation & Benefits Administration
- Leadership Development
- Conflict Resolution & Employee Relations

TECHNICAL SKILLS

- Excellent in MS Excel, Word
- Good in Spreadsheet, Powerpoint
- Worked with SAP and Tally ERP 9
- Use of Computers and Internet

PERSONAL DETAILS

- DOB : 27-07-2001
- Sex : Female
- Marital Status : Married
- Nationality : Indian

LANGUAGES KNOWN

- ENGLISH - Fluent
- HINDI - Intermediate
- ARABIC - Reading & Writing
- MALAYALAM - Native

ACHIEVEMENTS

Awarded "Work Excellence" in 2023 for exceptional contributions to HR strategy and employee engagement.