



# DHAN J MATHEW

UAE: +971-56 833 2155 IND: +91 8606 3438 46

[dhanjacob23@gmail.com](mailto:ghanjacob23@gmail.com)

[www.linkedin.com/in/dhan-j-mathew-22a668177](https://www.linkedin.com/in/dhan-j-mathew-22a668177)

## ABOUT ME

To leverage my six years of comprehensive experience in human resources and administration to contribute effectively to a dynamic organization. Seeking a challenging role where I can utilize my skills in employee relations, talent acquisition, performance management, and administrative processes to drive organizational success and foster a positive work culture. Committed to continuous learning and professional growth while delivering strategic HR solutions that align with company objectives.

## WORK EXPERIENCE

AL JABER EXCHANGE [11 MAR 2024 – Till the date]

EXECUTIVE- HR

Website; <https://www.ajex.ae/>

- Ensure all starting needs are met in a timely and efficient manner, in alignment with project timelines and requirements.
- Oversee the onboarding process for new hires, ensuring they receive all necessary information and training to begin their roles effectively.
- Prepare and manage new hire documentation, including contracts, compliance forms and other HR related paper works.
- Conduct orientation sessions for new site personnel to familiarize them with company policies, procedures and safety regulations.
- Act as the first point of contact for site personnel regarding HR related queries and issues.
- Maintain accurate and up-to-date employee records, including personal details, job descriptions and performance evaluations
- Monitor and evaluate the effectiveness of training programs, making improvements for improvements as needed.
- Assist in preparation of HR reports and metrics to support management decision making in accordance with Central Bank of UAE regulations.
- Emiratization & VISA processing.
- Payroll & Leave salary calculation & processing using WPS.
- Implementing and Evaluating KPIs.
- Managing Employee health insurance processing and renewals.
- Processing End of service benefits and conducting exit interviews.

INSPIRISYS SOLUTIONS LTD [26 NOV 2021 – 09 FEB 2024]

SR. EXECUTIVE- HR

Website; <https://www.inspirisys.com/>

- Co-ordinate with centralized HR service delivery teams for attendance regularization & absconding.
- Performance Improvement Plan (PIP), Tracking and documentation of PIP process till logical closure.
- Allocate approvers from each Business Unit/Department/Zone for 'No Dues Clearance' in We-Care.
- Gather input & approval for transfer management process.
- We-Care/Wallet data sanity and verification of personal details.
- Human Resource requisition and manpower replacement requisition.
- Confirmation process of new joiners.
- Pre-enrolment, Induction support, Employee ID creation, ID card input.
- Joining documentation and agreement copy maintenance.
- End to end recruitment process.

- Reporting structure updation in We-Care.
- Employee engagement-location wise.
- Statutory functions.
- Maintaining separate files /documents and AMC calendar.
- Vendor/Procurement Management - Shortlisting an appropriate vendor as per the requirement (AMC renewal/ purchase) - considering the budget, payment terms, quality, TAT.
- Ensuring that the services are done as per the AMC contract.
- Coordination with corporate team regarding PO issuance, payment part with finance dept.
- Biometric devices - new employee addition and deletion. Front Office management - Monitoring the registers for inward/outward/courier /attendance register for third party/ gate pass. Ensuring the protocols are maintained.

#### **MAHINDRA LOGISTICS PVT LTD [24 MAY 2021 – 24 NOV 2021]**

##### **EXECUTIVE- HR**

Website; <https://mahindralogistics.com/>

- Maintenance of attendance registers and daily leave tracking of associates.
- Managing in-house payroll function from end to end.
- Implementing HR policies, procedures and compliance matters.
- Handling R&R (Reward & Recognition).
- Master data preparation of new joiners every month.
- Biometric registration and Employee code generation.
- Manage the recruitment and Selection process.
- Supervising less experienced members of the team.
- Conduct interviews and Coordinating selection process.
- Proper completion of onboarding process.
- Ensure accurate and timely resolutions to any employee queries and grievances.
- Provide employee relations support and advice to the line managers with regular feedback regarding issues that affect them. Assist them with resolution of employee issues.
- Prepare presentation materials, assist with developing communication materials, and provide support for HR initiatives. Finalization of annual engagement calendar, Learning Calendar and organizing employee engagement events.

#### **CARNIVAL FILMS PVT LTD [02 MAR 2018 – 23 MAY 2021]**

##### **EXECUTIVE-UNIT HR & CUSTOMER EXPERIENCE**

Website; <https://www.groupcarnival.com/>

- Proper maintenance of error-free attendance records, leave records and related data.
- Proper maintenance of all personnel files and documents of all employees.
- Organize and manage walk-in drives/ recruitment events.
- Support in other recruitment activities such as attending job fairs and submitting job postings on career portal, social media and networking groups.
- End-to-end recruitment process.
- Ensure smooth and proper joining including induction process of the new Joiners, salary account opening, ID cards etc.
- Ensure timely execution and coordination of all planned staff welfare activities for allotted regions.

#### **EDUCATION**

##### **Master of Business Administration**

Rajadhani Business School [2015 - 2017]

University of Kerala

##### **Bachelor of Business Administration**

University institute of Technology [2012 - 2015]

University of Kerala

##### **Higher Secondary Education**

Nehru Memorial Higher Secondary School [2010 - 2012]

Kerala State Syllabus

##### **High School**

Nehru Memorial English Medium School [2010]

Kerala State Syllabus

## **CERTIFICATIONS**

### **2022- HR Management (Short Course)**

Home Study Centre

### **2021- Communication Enhancement Programme**

Inspirisys Solutions Limited

### **2021- Basics of Logistics, Fleet Management & Warehouse Management**

TCS-ION

### **2020- Administrative Skills (Short Course)**

e Learning College

### **2016- Microsoft Office specialist**

Microsoft

## **ORGANISATIONAL SKILLS**

Human Resource Management – Administration – Documentation – Data Base Management – MIS – Profile Sourcing – Vendor Management – Front Office Management – Recruitment – Programme Coordination.

## **HONOURS AND AWARDS**

### **Certificate of Appreciation**

Inspirisys Solution Limited [26 Sep 2022]- For delivering overwhelming results against odds, by strategically focusing resources and executing the plan

## **PERSONAL DETAILS**

**Nationality: -** Indian  
**Date of Birth: -** 23-Sep-1994  
**Passport No.: -** B6428346  
**Passport Validity: -** 04-Dec-2033  
**Marital Status: -** Unmarried  
**Language: -** English, Hindi, Malayalam  
**Hobbies: -** Travelling, Cycling, Singing

## **DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the particulars.



Dhan J Mathew