



Ananthu Shaji

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Dammam, Saudi Arabia

PROFESSIONAL SUMMARY

Human Resource Professional with 5 years of experience in HR management across the UAE and India. Skilled in full-cycle recruitment, onboarding, employee relations, compliance with labor laws, offboarding, and benefits administration. Proven expertise in coordinating with internal teams and external agencies to ensure smooth HR operations and adherence to company policies.

PROFESSIONAL EXPERIENCE

First Security Group LLC, Dubai, UAE.

April 2021 - January 2025

HR and Admin Coordinator

Roles and Responsibilities

- Managed full-cycle recruitment, including job postings, application screening, interviews, onboarding, Induction, orientation and Training.
- Coordinated with external recruitment agencies and PROs for recruitment, visa processing, immigration, and compliance.
- Managed end-to-end overseas recruitment by coordinating with clients, recruitment agents, and management to ensure timely and successful talent acquisition.
- Handled employee records, contracts, insurance coordination, and passport custody.
- Delivered induction training and ensured compliance with UAE labor laws.
- Supported management decisions related to staffing and workforce planning.
- Coordinated with colleagues to facilitate employee visa issuance, medical processing, company ID, insurance, and Emirates ID in compliance with organizational and legal requirements.
- Ensured newly hired employees completed mandatory training, obtained required certifications and licenses, and commenced work on schedule in compliance with company and regulatory requirements.
- Coordinated with cross-functional teams to address HR-related queries and submitted accurate, timely HR reports to management for decision-making.
- Prepared employment contracts, termination letters, and official correspondence for the Ministry of Human Resources and other regulatory authorities, ensuring accuracy and compliance with labor laws.
- Administered employee attendance and leave records, including absenteeism, sick leave, and annual leave, ensuring accurate tracking and compliance with company policies.
- Prepared and submitted employee retention and turnover reports to the QHSE team and management, providing insights to support workforce planning and decision-making.
- Maintained accurate physical and digital employee records throughout the onboarding and offboarding process, ensuring data integrity and compliance with company policies.
- Coordinated with PROs on legal matters, employee exit formalities, and reported absconding cases to relevant authorities in compliance with labor regulations.
- Investigated employee disciplinary issues and recommended appropriate actions, including termination and absconding, in alignment with company policies and labor law compliance.
- Collaborated with PROs to resolve employee legal issues and dealt with immigration, Ministry of Human Resources requirements, and court-related matters, ensuring compliance with labor regulations.
- Managed records of employees traveling abroad and processed visa cancellations for those not returning within the stipulated time, ensuring compliance with immigration regulations.
- Managed offboarding processes including resignations, termination, absconding, settlements, exit interviews, visa and insurance cancellations.
- Transferred exited employees' files to company archives and managed controlled access for management in compliance with record-keeping policies.
- Prepared and issued employees' experience letters.

Roles and Responsibilities

- Actively participated in end-to-end recruitment processes, including sourcing, screening, interviewing, and candidate selection.
- Generated and managed candidate identification numbers in the HR system to ensure accurate tracking and documentation throughout the recruitment process.
- Engaged with and supported candidates throughout all interview stages, ensuring a positive candidate experience and smooth recruitment process.
- Tracked and updated candidates' status through all recruitment stages until onboarding, ensuring accurate documentation and timely follow-up.
- Verified candidates' educational and professional certificates to ensure authenticity and compliance with company hiring standards.

EDUCATION

Master Of Business Administration - HR & Marketing

University of Kerala, Kerala, India.
2019

Bachelor Of Business Administration

University of Kerala, Kerala, India.
2016

SKILLS

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| <ul style="list-style-type: none">• Talent Acquisition & Recruitment• Employee Onboarding & Offboarding• Training & Development• HR Policies & Compliance• Labor Law Awareness• Leave Management• Benefits & Insurance Management• HR Policies and Compliance• Conflict Resolution & Employee Relations• Time Management & Communication | <ul style="list-style-type: none">• Awareness about labor law• Team Collaboration• Employee Record Keeping• MS Word (Documentation & Reporting)• MS Excel (Data Analysis, Pivot Tables, VLOOKUP, Reporting)• MS PowerPoint (Presentations & Training Materials)• MS Outlook (Email & Calendar Management) |
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LANGUAGES

- English - Fluent
- Hindi - Fluent
- Malayalam - Fluent
- Tamil - Fluent

PERSONAL DETAILS

- Date of birth - 03/05/1995
- Gender - Male
- Nationality - India
- Marital status - Married