



Iyjin Thomas

Admin

EXPERIENCE

Aug 2024 – Aug 2025

Admin -Better life Research LLP | Kerala, India

May 2023 – Apr 2024

Administrative Assistant -Neeleshwar Hermitage | Kerala, India

PROFESSIONAL SUMMARY

Highly motivated and detail-oriented BBA Graduate with hands-on experience in Human Resources and Administration. Proven ability in recruitment, payroll coordination, document control, and office operations. Proficient in MS Office, HRIS, and data management systems. Committed to supporting business objectives through efficient HR and administrative practices in compliance with UAE labor standards.

EDUCATION

- **BACHELOR OF BUSINESS ADMINISTRATION (BBA)** | 2020- 2023
Kannur University, India
- **HIGHER SECONDARY EDUCATION** – 2020
- **SECONDARY EDUCATION** – 2016

CORE COMPETENCIES

- Recruitment & Onboarding Support
- HR Documentation & Employee Records
- Payroll & Attendance Management
- Office Administration & Coordination
- Employee Engagement & Grievance Handling
- Data Entry & Report Preparation
- HRIS / ATS Management Systems
- Time Management & Multitasking
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Communication & Team Collaboration

TECHNICAL SKILLS

- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Calendar, Gmail)
- HRIS/ATS Systems
- Basic Accounting/Invoicing Software



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ADMIN | AUG 2024 – AUG 2025

BETTERLIFE RESEARCH LLP – KERALA, INDIA

RESPONSIBILITIES;

- Administered full-cycle recruitment, including job postings, CV screening, interview coordination, and onboarding documentation.
- Maintained employee personnel files, attendance, payroll data, and ensured accuracy in HRIS and MS Excel tracking sheets.
- Processed leave applications, visa renewals, and medical insurance updates in line
- Supported performance evaluations, training schedules, and employee engagement activities.
- Handled office administration, supplier coordination, petty cash management, and procurement documentation.
- Generated monthly HR and admin reports for management review and ensured compliance and confidentiality in record handling.
- Provided support for audit preparation, PRO liaison, and HR policy updates.

ADMINISTRATIVE ASSISTANT | MAY 2023 – APR 2024

NEELESHWAR HERMITAGE – KERALA, INDIA

RESPONSIBILITIES;

- Provided comprehensive clerical and administrative support to senior management and staff.
- Coordinated meeting schedules, travel bookings, and visitor management with accuracy and professionalism.
- Managed digital and physical filing systems, ensuring timely retrieval and document version control.
- Processed purchase requests, inventory control, and vendor communication for smooth office operations.
- Drafted and formatted official correspondence, reports, and internal memos.
- Ensured front-office management, handled incoming calls, and maintained customer service standards.
- Supported HR functions, including attendance updates and personnel record maintenance

LANGUAGES-

- English - C2
- Malayalam - B2
- Hindi - A2
- Tamil - A2

C2-Proficient, B2-Independent, A2-Basic

CEFR Scale: A1-C2 (Beginner to Proficient)