

# JEPHIN PY

HR & ADMINISTRATION  
OFFICER

## CONTACT

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## PROFILE SUMMARY

Results-driven HR & Admin professional with 1 year and 6 months of experience in talent acquisition, employee relations, office administration, and compliance management. Skilled in streamlining HR processes, enhancing workplace efficiency, and ensuring compliance with labor laws. Adept at handling payroll, training & development, and policy implementation to foster a productive work environment.

## EDUCATION

- 2021 - 2023**  
COCHIN UNIVERSITY SCIENCE AND TECHNOLOGY
  - Master of Business Administration
- 2017 - 2021**  
UNIVERSITY OF KERALA
  - Bachelor of Arts English

## SKILLS

- Recruitment & Talent Acquisition
- Training & Development
- Team Leadership
- Verbal & Written Communication
- Employee Relations
- Office Management
- Critical Thinking
- HR Software

## LANGUAGES

- English: Fluent
- Malayalam: Fluent
- Hindi: Basics
- Tamil: Intermediate

## WORK EXPERIENCE

**Popular vehicles and services LTD** 2025  
HR & Administration Manager

- Recruitment and talent acquisition process, including sourcing candidates, and conducting interviews.
- Onboarding process to ensure new employees are integrated smoothly into the company culture and understand their roles.
- Ensure compliance with labor laws and company policies during recruitment and onboarding processes.
- Prepare and maintain HR-related documents such as employee personal records, job offer letters, employment contracts, termination letters, disputes, and disciplinary actions.
- Responsible for overseeing and managing the organization overall human resources operation
- Conduct performance reviews for employees and provide training and development opportunities
- Manage HR software (Voyon) to streamline HR operations and ensure timely and accurate data entry
- Preparing daily attendance and monthly attendance report Monthly Payroll creations Oversees company day-to-day operations company, ensuring a smooth and efficient working environment.
- Ensure the proper handling, filing and storage of company-valued and important documents and records, both physically and digitally.
- Manage office supplies, equipment, and inventory, ensuring all are stocked and in good working condition.
- Negotiate contracts with vendors, suppliers, and service providers to ensure the best value for the company.
- Coordinate company events, meetings, and conferences, ensuring logistics are handled smoothly
- Oversee the management of confidential company data, ensuring proper data protection and compliance with privacy laws.
- Support the management team in ensuring compliance with health and safety regulations and other statutory obligations.
- Respond to and resolve any administrative issues or conflicts in a timely and effective manner.

## PERSONAL DETAILS

NATIONALITY: INDIAN  
DATE OF BIRTH: 23/12/1996  
VISA STATUS: VISIT VISA VALID  
UP TO 10TH MAY 2025  
MARTIAL STATUS : SINGLE

## INTERNSHIP

AIWA Shipping & Logistics

Sep 2022 Nov 2022

Worked as a trainee in sales, documentation, warehouse management, operations clearing and forwarding department.

## TECHNICAL SKILL

Microsoft Office: Excel, Word  
Software : Voyon Folks, IHTS  
CRM, DMS, VOXBAY, Zoho

## COURSES

Certificate in Microsoft Office specialist  
Ms Excel 2019