



ABDUL GAFOOR A A

HR MANAGER

CONTACT INFORMATION

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📍 Dubai, UAE

EDUCATION

- **Master of Business Administration in Finance | 2014**
Calicut University, Kerala, India
- **Bachelor of Commerce in Finance | 2012**
Calicut University, Kerala, India

AREAS OF EXPERTISE

- Payroll Processing & Benefits Administration
- HR Management & Recruitment
- Talent Acquisition & Sourcing
- Employee Onboarding & Offboarding
- Performance Management
- Workforce Planning
- HR Policy Development
- Emiratization Compliance
- Employee Relations & Compliance
- Labor Law Compliance (UAE & India)
- Conflict Resolution & Grievance Handling
- Employee Engagement & Retention
- Diversity & Inclusion
- Compensation & Salary Benchmarking
- HR Documentation & Record Management
- Training & Development Programs
- Data Analysis & Reporting

PROFILE SUMMARY

Results-driven **HR manager with 11 years of experience in the IT and Advertising industry**, specializing in **Exhibitions & Events and Interior Fit-Out** sectors. Demonstrated expertise in **Payroll Management, Talent Acquisition, Employee Relations, Compliance, and HR Technology Integration**. Adept at **developing and implementing HR strategies**, ensuring legal compliance, and fostering a positive workplace culture that enhances performance and retention. Skilled in **leveraging HRM tools, ERP systems, and payroll software** such as **ODOO and Zoho People** to streamline HR operations. Proven success in aligning people strategies with business goals, improving employee engagement, and driving organizational growth in dynamic and creative environments.

WORK EXPERIENCE

HR MANAGER | October 2023 – September 2025
TSS ADVERTISING COMPANY, DUBAI, UAE

- Accurately calculate monthly attendance, overtime, leaves and deductions.
- Ensure compliance with WPS regulations and UAE labor law provisions.
- Coordinate with finance for timely salary disbursement.
- Manage end-of-service benefits (EOSB), gratuity and other final settlements.
- Coordinate training programs to enhance employee skills and career growth.
- Develop and implement recruitment and onboarding strategies for white- and blue-collar professionals.
- Conduct employee engagement activities to boost morale and retention.
- Manage employee documentation, visas, and work permits, ensuring compliance with UAE labor laws.
- Have experience as PRO, handling visa processing, renewals, cancellations, offer letter preparation, status changes and direct visits to Tasheel.
- Coordinate with government authorities to meet Emiratization requirements and reporting obligations.
- Resolve grievances, address workplace concerns and foster a positive work environment.
- Utilize HR technology (ERP & HRMS) to streamline recruitment, payroll and performance management.
- Analyze HR trends and provide insights for workforce planning and policy updates.
- Maintain accurate personnel records and ensure compliance with legal documentation requirements.
- Supervise offboarding processes, including exit interviews and final documentation.
- Organize training programs, employee engagement activities and salary benchmarking.
- Stay updated on UAE labor laws and ensure organizational compliance

COMPUTER PROFICIENCY

Desklog	★ ★ ★ ★ ★
Zoho People	★ ★ ★ ★ ★
Odoo	★ ★ ★ ★ ★
MS Office (Word/Excel/PP)	★ ★ ★ ★ ★
Windows XP/Vista/7/8/10	★ ★ ★ ★ ★

KEY SKILLS

- Adaptability & Multitasking
- Proactive & Result-Oriented
- Strategic Thinking
- Employee-Centric Approach
- Time Management
- Process Improvement Mindset
- Cultural Awareness & Sensitivity
- Documentation
- Self-Motivated

LANGUAGE KNOWN

English		100%
Hindi		100%
Malayalam		100%
Tamil		85%

INTERESTS



Music



Travelling



Reading

HR MANAGER | November 2014 – August 2023

INFINITE OPEN SOURCE SOLUTIONS LLP, INDIA

- Oversaw the entire recruitment cycle, including job postings, candidate sourcing, resume screening, interviews, and job offers.
- Partnered with hiring managers to assess staffing needs and develop effective hiring strategies.
- Investigated employee grievances and provided recommendations for resolution.
- Ensured full compliance with labor laws, including ESI, PF, Welfare Fund, and Professional Tax.
- Supervised the performance evaluation process to assess and enhance employee productivity.
- Identified skill gaps and coordinated relevant training and development programs.
- Administered payroll processing, ensuring timely and accurate salary disbursements.
- Maintained payroll records, including attendance, benefits, and tax deductions.
- Managed employee benefits programs, including health insurance, retirement plans and additional perks.
- Kept employee records up to date within the HRIS system.
- Organized employee engagement initiatives and corporate events to foster a positive work culture.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness, and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DETAILS

Gender : Male
Date of Birth : 06/12/1989
Passport Number : C3718815
Nationality : Indian

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

ABDUL GAFOOR A A