
MOIDEEN MUBASHIR

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LINKEDIN

- www.linkedin.com/in/moideenm3

PROFESSIONAL SUMMARY

Dedicated HR professional with 8+ years of experience in administration and HR coordination. Proven ability to streamline HR processes, manage employee records, and provide exceptional support. Expertise in onboarding, offboarding, payroll, and benefits administration. Strong organizational and interpersonal skills, with a track record of delivering efficient and accurate HR solutions. Seeking a challenging HR Assistant role to contribute to the organization's success.

SKILLS

- Strategic Thinking.
- Employee Relations.
- Talent Acquisition.
- Performance Management.
- Compensation and Benefits.
- Organizational Development.
- Competency.
- Employee Engagement.
- Training and Development.
- Succession Planning.
- Communication.
- Problem solving.

WORK HISTORY

HR Administrative Assistant, 09/2021 - Current

Qatar Shipyard Technology Solutions – Doha, Qatar

- Created and maintained filing procedures and guidelines
- Quickly and accurately retrieved documents from filing system
- Partnered with HR team to coordinate on-boarding and off-boarding processes.
- Updated Human Resources Information System database, maintained data accuracy and assisted with system changes.
- Prepare documentation in prescribed formats in coordination with the Company departments and employees and follow up on the renewal for any of the above listed documents in a timely and accurate manner
- Managed benefits administration, ensuring accurate enrollment and providing helpful resources for employees.
- Maintained compliance with labor laws by conducting thorough audits of HR practices and policies.
- Developed training materials to facilitate consistent onboarding experiences for new hires across departments.

- Prepare documentation to the department of Health Medical Services to obtain medical appointment and authorized dependents
- Provided support for employee performance evaluations, ensuring timely completion and proper documentation.

HR Administrator, 10/2016 - 06/2021

Qatar Airways – Doha, Qatar

- Assisted in payroll processing to ensure timely delivery of paychecks to all employees.
- Built and maintained excellent customer relationships through timely response to inquiries and going above and beyond to accommodate unusual requests
- Documented human resources records and maintained confidentiality of sensitive personal information.
- Assisted in talent acquisition by conducting comprehensive job analyses and creating accurate job descriptions.
- Efficiently managed personnel files, maintaining confidentiality while keeping records up-to-date and organized.

Flight Attendant, 01/2015 - 09/2016

Casino Flight Service – Calicut-India, India

- Guided the team as a flight attendant for catering operations of International & Domestic flights
- Took responsibility for preparing purchase orders and coordinating with the purchasing team
- Dealt with the finance team to close invoices and customer payment settlements
- Managed inventory effectively, ensuring that all necessary supplies were available for each flight, while minimizing waste and costs
- Elevated onboard sales revenue by effectively promoting duty-free products and conveying the benefits of loyalty programs
- Promoted brand reputation by exhibiting professionalism, friendliness, and attentiveness in every interaction with customers.

ER Assistant, 03/2014 - 12/2014

PVR – Kochi-India, India

- Developed strong relationships with employees through consistent communication and support, leading to increased retention rates.
- Maintained filing system for easy access
- Filed paperwork, sorted, and delivered mail and maintained office organization.
- Assisted with human resources tasks such as updating employee files or submitting time-off requests per company policy guidelines
- Cultivated interpersonal skills by building positive relationships with others

EDUCATION

Bachelor of Commerce: Business Administration, 03/2019

Diploma of Aviation: Aviation, 11/2014

SKY WINGS ACADEMY AVIATION - Kochi, India

CERTIFICATIONS

- Certified Human Resource Manager - CHRM
- Certified Human Resources Professional - CHRP
- Labour & Immigration Law in UAE
- Business Intelligence Using Power BI
- Career Essentials in Generative AI by Microsoft
- Certified Recruiter by Naukirigulf
- Train the Trainer – Level 03 (Highfield)

LANGUAGES

Malayalam: Native language

English: C2

Proficient

Hindi: C2

Proficient

Arabic: B1

Intermediate

Malayalam: C2

Proficient

Tamil: C1

Advanced