



GEORGE SCARIA

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👤 PROFILE

HR Officer | Talent Acquisition | Onboarding | UAE Labor Laws

Results-driven HR professional with 3+ years of experience in talent acquisition, onboarding, and HR operations. Proficient in UAE labor laws, visa processing, payroll management and employee relations. Skilled in handling end-to-end recruitment, ensuring smooth onboarding and maintaining HR databases with accuracy. Proficient in MS Office particularly Excel with experience using HR applications. Adept at managing confidential information with discretion and collaborating with cross-functional teams to enhance HR processes. Currently based in the UAE and available for immediate joining.

👜 PROFESSIONAL EXPERIENCE

10/2021 – 12/2024
Kerala, India

Kosamattam Finance LTD

HR and Administration Executive

- **Workforce Planning and Analysis:** Evaluated manpower requirements and aligned recruitment strategies to effectively meet organizational goals
- **Recruitment and Sourcing:** Expertise in identifying top talent across various levels (Trainee to midlevel management) managing end-to-end hiring processes and utilising innovative sourcing strategies to meet organisational needs efficiently.
- **Screening and Shortlisting:** utilised advanced sourcing techniques and applicant tracking systems (ATS) to evaluate resumes, assess qualifications and identify top talent. Proficient in conducting initial candidate assessments, coordinating interviews, and ensuring a seamless recruitment process aligned with organizational hiring needs.
- **Candidate Engagement:** Managed end-to-end candidate communication including initial outreach, interview scheduling, coordination and ensuring a seamless recruitment experience.
- **Onboarding and documentation:** onboarded new hires, ensured a smooth transition into the organization by coordinating orientation programs, providing necessary training and completing all required documentation. Skilled in managing employee records, preparing contracts and ensuring compliance with company policies and legal requirements.
- **Salary negotiation:** Expertise in salary negotiations, ensuring alignment with company budget and industry standards while maintaining a positive candidate experience.
- **Interdepartmental Communications:** Acted as a liaison between departments, regions and divisions to streamline internal communication and support organizational operations.
- **Administration and Data Management:** Handled diverse administrative responsibilities, including scheduling, documentation and office coordination ensuring smooth day-to-day operations.
- **HRIS:** Ensuring accurate employee data entry, maintenance and reporting. Streamlined recruitment and onboarding processes and supported HR operations.

SKILLS

Administrative and Data Management Skills

- Office Administration Skill
- Data Entry and Management
- Record Keeping and Filing systems
- Reporting and Documentation
- Compliance and Data Security
- Time Management
- Financial Documentation and Record Management

HR and Talent Management Skills

- Talent Acquisition and Recruitment
- Onboarding and Employee Engagement
- HR Operations
- Communication and Interpersonal Skills

Technical skills

- Data Entry and database Management
- Scheduling and Calendar Management
- Proficiency in MS Office (Excel, Word)
- HR Software Proficiency

Soft Skills

- Communication Skills
- Customer Service Skills
- Team Collaboration
- Problem Solving
- Attention to Detail

EDUCATION

06/2017 – 05/2020
KOTTAYAM, INDIA

BACHELOR OF COMMERCE - FINANCE AND TAXATION
MG UNIVERSITY

PROJECTS

03/2019 – 04/2019

A Study On Customer Satisfaction Among Federal Bank Customers

- Conducted research to analyse customer satisfaction levels and identified improvement areas
- Study revealed that the key factors influencing customer satisfaction among the Federal Bank customers was their service quality, responsiveness and convenience.

ORGANISATIONS

06/2018 – 06/2019
Kottayam, Kerala

Rotaract Club Of CMS College

President

- Led a team of 200+ members in planning and executing community service projects and events, fostering leadership and team work.
- Incorporated corporate social responsibility (CSR) among the members.

COURSES

12/2024 – present

Supply Chain Management and Analytics
COURSERA

LANGUAGES

English



HINDI



Malayalam



TAMIL

