



# JISNAN JOHN

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## Key skills

- Human resource management
- Recruitment & Selection
- Administrative Expertise
- Organizational
- Proactive
- Managing priorities
- Time Management
- Analytical
- Leadership

## Education

### MBA

Kristu Jayanti College  
Bangalore, India  
2013 to 2015

### BBM

Kristu Jayanti College  
Bangalore, India  
2010 to 2013

## Achievements

Student coordinator for  
SYNETICS 2013 ('HR')

Student coordinator for  
TALENTO 2014 ('Marketing')

Won first prize in inter  
college fest.

## Summary

Highly motivated and experienced HR Executive over 3 years of experience in managing a full spectrum of human resources programs, services, and functions. Strong command of employment laws, compliance issues, and benefits administration with a proven track record in designing and implementing policies that improve operational efficiency and bottom-line profitability. Now seeking the next challenging and rewarding opportunity within a successful organization.

## Career history

**Academic Secretary**, from August 2024 to April 2025  
**International Indian school, Ajman, UAE**

- Organizing Academic agendas, circulating prior to Faculty meetings and preparing and circulating minutes.
- To check all relevant CBSE websites regularly for all important circulars, notifications and directions and notify the principal as appropriate and maintain a file for the same.
- To record minutes of meetings conducted by Principal and prepare reports as required by the principal.
- To Complete comprehensive school affiliation work.
- To update the details of Board students for Grades IX & XI for the CBSE registration and finalization of LOC X & XII keeping the CBSE deadlines into consideration.
- Send out standard letters, prepare draft letters for the principal (Academic), file letters and other.
- To maintain a record of MOE/ CBSE Inspection documents
- To follow up teachers' recruitment procedures with the Principal and then coordinate with HR.

**HR Executive**, February 2020 to February 2022  
**Visnal Group, Ajman, UAE**

- Assisting recruitment process, screening resumes, scheduling interviews, and extending job offers.
- Oversee employee on boarding, conducting new hire orientation and ensuring each employee has the necessary resources for success.
- Serve as a liaison between employees and management, working to resolve conflicts and ensure a positive work environment.

Coordinated IACC (Indo-American Chambers of Commerce) Conference

- Processing all category insurances for employees and business.
- Coordinating with PRO for visa procedures like new employee visa process, Renewal and cancellation of visa.
- Assist with benefits administration and maintenance of HR policies and procedures.
- Managing payroll and WPS administration process

## Academic Projects

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An organization study at Kerala state rubber industry (Rubco)

Financial performance of Anu Solar Pvt Ltd

A study on fundamental analysis of Banking sector in India

### HR Executive, May 2017 to November 2017 Victoria Academy, Sharjah, UAE

- Planning and coordinating resourcing Screening and short-listing procedures of resumes.
- Preparing Offer letter, Employment contract and job description, completing joining formalities and documentation.
- Preparing final settlements leave salary, and all employee benefits and tracking attendance, maintaining leave records issue letters.
- Preparing and managing all procedures related to payroll, loan, and WPS documentation.

## Personal Info

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Nationality - Indian  
Driving License - UAE  
Marital Status - Married  
Visa Status - Spouse Visa  
Languages - English  
Malayalam

### Event Coordinator cum Business development, May 2016 to April 2017 Veracity World FZC Dubai, Dubai, UAE

- Generating new corporate leads for the company through various forms of marketing- Face book, LinkedIn, Email Marketing, Newsletters, and through cold calling.
- Meeting and making sales presentations to potential clients- which involve being creative, giving new ideas, and negotiations on the rates.
- Selling sponsorship/stand/exhibition space to potential exhibitors/partners.
- Coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly.
- Managing Marketing activities for different clients for projects on Branding and Printing, Promotions and Product Launches etc.

### **Declaration: -**

I JISNA N JOHN, certify that to the best of my knowledge and belief, these data correctly describe my qualifications and Experience.