

# NAJMUDHEEN MISHAB V

## HR Coordinator | Administration & Operations Executive

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### SUMMARY

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Results-driven HR & Administration Coordinator with hands-on experience supporting HR operations, recruitment coordination, employee onboarding, HR documentation, and workforce administration within large-scale retail environments. Experienced in managing employee records, recruitment documentation, HR reporting, and administrative operations while ensuring compliance with organizational policies and HR procedures. Proven ability to coordinate cross-functional teams, support talent acquisition processes, and maintain accurate HR documentation in fast-paced operational settings.

### PROFESSIONAL EXPERIENCE

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#### Lulu Group International – LH Rusaifa, Makkah, Saudi Arabia

Apr 2025 – Jul 2026

##### HR Coordinator – Administration & HR Support

- Coordinate **end-to-end HR operations**, including recruitment documentation, employee onboarding, HR records management, and employee file administration.
- Support **talent acquisition processes** by preparing recruitment documentation, scheduling interviews, and coordinating onboarding formalities for new hires.
- Maintain **HRIS records and employee documentation**, ensuring accuracy, confidentiality, and compliance with company HR policies.
- Assist in **employee lifecycle management**, including onboarding, documentation updates, employee records maintenance, and exit formalities.
- Prepare **HR reports, workforce data, and operational reports** for senior management to support HR decision-making.

#### Lulu Group International – Manakha, Madinah

Jan 2025 – Apr 2025

##### HR Coordinator – Administration (Opening Support)

- Supported **HR setup and workforce coordination** during the pre-opening phase of a new retail branch.
- Coordinated **bulk recruitment documentation and onboarding processes** for newly hired employees.
- Managed **employee documentation, HR records, and onboarding files** for newly recruited staff.
- Collaborated with HR and operations teams to ensure **timely workforce deployment and operational readiness** before store launch.
- Assisted in HR administrative processes for employee records management.

#### Lulu Group International – Marwa Regional Office, Jeddah

May 2024 – Jan 2025

##### Administration Coordinator

- Managed **daily administrative operations**, including office coordination, documentation management, and internal communications.
- Coordinated **executive scheduling, meeting arrangements, and operational reporting** for regional management.
- Maintained **structured documentation systems and operational records** to support smooth business operations.
- Assisted HR and operations teams with **administrative support, workforce documentation, and operational coordination**.

**Accountant**

- Maintain complete and accurate financial records by recording daily business transactions, including sales, purchases, receipts, payments, journal entries, and general ledger postings in accordance with company policies and accounting standards.
- Prepare and verify customer invoices, supplier purchase invoices, debit notes, credit notes, and payment vouchers while ensuring that all supporting documents are properly maintained and approved.
- Manage accounts payable and accounts receivable by monitoring customer collections, supplier payments, outstanding balances, and overdue accounts, while maintaining healthy cash flow and strong business relationships.
- Perform regular bank reconciliations by comparing bank statements with accounting records, identifying discrepancies, resolving outstanding transactions, and ensuring accurate financial reporting.

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**HR & Administration**

- HR Operations
- HR Administration
- HR Coordination
- Recruitment Support
- Employee Onboarding
- HR Documentation
- HR Compliance

**Operations & Coordination**

- Stakeholder Communication
- Meeting Coordination
- Calendar Management
- Documentation Management
- Operational Support

**Software & Tools**

- SAP SuccessFactors – HRIS, employee records, leave management, onboarding, and performance management.
- Microsoft Excel (Advanced) – Data analysis, HR reports, attendance tracking, dashboards, and payroll preparation.
- Microsoft Word – HR letters, employment contracts, policies, and documentation.
- Microsoft PowerPoint – Training presentations, HR reports, and employee orientation materials.
- Microsoft Outlook – Email communication, meeting scheduling, and calendar management.
- Microsoft Teams – Team collaboration, virtual meetings, and internal communication.
- SharePoint – Document storage, HR policies, and employee file management.
- KREDO Learning Management System (LMS)

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**EDUCATION****MBA – HR & Marketing (Pursuing)**

Swami Vivekanand Subharti University

**Bachelor of Commerce (B.Com)**

University of Calicut

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**LANGUAGES**

- English
- Arabic
- Hindi
- Malayalam