

**OBJECTIVE**

To work for a professionally managed company, wherein I am able to use my professional skills for companies growth & development & achieve excellence in my personal career.

**SUMMARY**

**Senior Human Resource, Administration professional** with 28 yrs experience **( UAE -6 yrs, QATAR - 2 yrs, India - 20 yrs** **)** emphasizing program management and development. Expert at collaborating with Sr Management to determine hiring needs as per Strategic plan & Business Plan. Diplomatic and tactful, skilled in effective interpersonal interaction. Extensive community outreach and networking with consultants. Handled 22 nationalities in Uae & Qatar,Company & department start ups. High growth operations & restructuring. Adept at problem solving, quick decision making & Staff Motivation. Goal driven with demonstrated strengths in multitasking & prioritizing assignments.

**I have experience with following type of industries Construction, Retail, Media, Oil & Gas, Engineering & Manufacturing.**

I have worked for a manufacturing factory as Works Manager, wherein I was responsible for all the departments like procurement, production, machine shop, paint shop, stores, finish products dept, inspection, sales and after sales service.

**AREAS OF EXPERTISE**

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| * HR /Admin Policy design & implementation
* HR Budget
* Manpower Planning & Allocation
* Manpower Hire - local in uae
* ISO & IMS implementation
* Recruitment -Talent acquisition local & International
* Time & Attendance, Payroll & Settlements (WPS),travel arrangements
* ERP implementation Oracle 9i & 11i,Build Smart, Microsoft Navision (HR & Payroll Module).
* Grade, Compensation & Benefits design
* Employee Relations, Welfare, Grievance, Conflict resolutions
* System Operating Procedures design
 | * Office & stationery
* MIS Report
* Training & Development
* Operations Management
* Team Building
* Performance Management
* Labor Laws ( UAE, QATAR & INDIA )
* Fleet Management
* Expatriate Administration ( group visas, immigration & labor dept work, Staff & labor camps ,Housing, medical insurance, housekeeping, recreation & catering
* Change Management
* HR Initiatives

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 **CAREER ACHIEVEMENTS**

* Successfully assisted in Manpower recruitment ,Hire & related activities in Major Construction Projects in UAE **a)** Holiday Inn Hotel **b)** Danet Mall **c)** Highland Villas **d)** Yas island Villas **e)** Ravdat roads & infra **f)** White Water Rafting - Alain **g)** Al Watani Villas **h)** Police project **i)** Hydra project -5 multistoried buildings @ reem island **J)** Road & infra project at reem island. etc
* Set up dept’s like HR, Administration and Public relation from scratch & managed day to day affairs successfully. I have written Policy and Procedures for the companies.
* **ERP IMPLEMENTATION** : HR,PAYROLL & ADMINISTRATION MODULE

a) NAVISION SYSTEM : For Apparel LLC - Dubai

b) ORACLE 9i & 11i For National Projects Construction & Tafseer Contracting LLC -UAE.

* **CERTIFICATIONS** : ISO,DUBAI QUALITY AWARD,DUBAI HUMAN RESOURCE DEVP AWARD FOR APPAREL LLC.
* ISO, IMS FOR National Projects Const & Tafseer Contracting - UAE.

**PROFESSIONAL EXPERIENCE**

Self employed as HR consultant to private companies in India since JAN 2012.

**SUMMARY OF EXPERIENCE IN UAE & QATAR**

**HUMAN RESOURCES MANAGEMENT & DEVELOPMENT FUNCTIONS**

* Manpower planning & Allocation for ongoing projects + anticipated projects as per Business Plan.

 Maximum Staff Strength Supervised 6000 + employees & 38 staff in HR,Admin & Public relation

 depts, & 12 staff in IT dept.

* Policy Design & its Implementation.
* Remuneration Compensation & Benefits.
* Performance appraisal, Recruitment of labour and staff.
* Recruitment of Manpower From Labour suppliers locally + international for the projects.
* Staff & Labour grievance , conflicts resolution, Employee relations, labour contracts.
* Construction Sites & Labour Camp visits for HR Audit.
* MIS reports.
* Attending auditors from Royal Group.
* Arranging Employees for Training Programs.
* Succession Planning for Key positions.
* Maintaining Data Bank of candidates for future requirement.
* Strictly adhering to UAE labour laws for all activities.
* Public Relation Dept in arranging visas, Group Visa, medical, renewals, medical insurance etc.
* Managing all activities of above departments ie recruitment to retirement.
* Managing all activities of IT department.
* **ADMINISTRATION**
* Time & Attendance, Leave management, Payroll and Settlements ( WPS), Travel formalities, ticketing, hotel booking.
* Planning for future development in line with strategic business objectives;
* Managing Reception staff & offices & Local purchase & Control of stationery items.
* Receiving & airport drop of employees.
* Employee Orientation, safety training @ camps & site.
* Administrative matters of head and branch offices in UAE. Stationery purchase & allocation.
* Company owned cars and construction equipments ( fleet management ) and their renewals.
* Managing & Directing Teams of three labour camps located at Musaffah,Reem Island & Al- ain.
* Arranging/hiring staff / Labour accommodation, office ie lease agreements/contracts & renewals.
* Investigating availability and suitability of options for new premises for offices & accommodation.
* Calculating and comparing costs for required goods or services to achieve maximum value for money.
* Approving Bills of purchases done for camps and other expenses.
* Managing Hiring of Company owned labour camp clusters & Staff buildings & their Food, Transportation, security etc
* Managing Labour contracts of subcontract labours for various projects.
* Managing employees for visa -medical & or otherwise. Medical insurance.
* Managing staff and labours housekeeping, food, laundry, security, transportation & recreation facilities.
* Managing Staff & Labour Welfare Activities.
* Managed over 22 nationality employees.
* Familiar with commercial and purchase department functions in India and Qatar.
* Tender Preparation and submission.
* Bills payment like electricity, water, telephone and all other payments.
* Arranging Visas from different embassy for brand managers.

**1} Tafseer Contracting & Gen Maint Co LLC ( Jun 2009 - Mar 2011 ) - Abu Dhabi Uae**

A Construction company (buildings,villas,roads & Infrastructure,MEP) under the Royal Group Banner.

 Post : “Sr HR/Administration Manager “ ( Heading Human Resource, IT dept, Administration, Facilities Mgt

 & Public Relation Dept ). Reporting To General Manager & Managing Director.

**2}** **National Projects Construction LLC ( Sep 2007 – April 2009 ) - Abu Dhabi Uae**

A Construction company (buildings,villas,roads & Infrastructure, MEP) under the Royal Group banner..

 Post : “HR/Administration Manager “ ( Heading Human Resource, Administration & Public Relation dept )

 Reporting To General Manager.

**3} Apparel LLC -** A Retail Company **( April 2006 - Aug 2007 )**  **- Dubai Uae**

 Post : HR Manager ( Heading HR, Personnel & Administration, PR Dept, Travel Dept )

 Reporting to the General Manager & CEO.

**4} Mukta Arts Limited -** A Media,Films &Television Company **( Sep 2000 - April 2006 ) - Mumbai India**

 Post: “ HR & Administration Manager “ ( Heading Personnel, Administration, Purchase, IT )

 Reporting to Executive Director.

**5} BLACK CAT CONSTRUCTION W.L.L. ( Nov 1998 - Aug 2000 ) - Doha Qatar**

 A reputed company dealing in Oil & Gas Pipeline,Civil Const,MEP & Fabrication

 Post - " Personnel & Administration Officer" ( All work related to Hr & Admin Dept )

 Reporting to Head HR.

**SUMMARY OF EXPERIENCE IN INDIA :**

* Managing all Hr, Administration, Commercial, Purchase, Stores, Factory Management, Govt Dept Jobs
* Manufacturing Automotive Energy saving Equipment.
* Handling departments - Personnel & Administration, Stores, Purchase ( Raw materials & Equipment ), Production - Machine shop, Fabrication shop, Quality control, Assembly shop, Paint shop, Packaging, Dispatch, Service and Excise & Stores.
* Coordinate with customers & Government (All Statutory requirements) departments such as ESIC, P.F., Telephone, Electricity etc.
* Purchase of raw material, packaging materials and other items required for production.
* Vendor development for manufacture of parts of electric harness used in vehicles.
* Invoicing, Budget, MIS reports for Senior Management.
* Raising of purchase orders on vendors and ordering action on principles.(assets purchase )
* Finalizing canteen contract for tea coffee & breakfast for the office employees.
* Arranging bus facilities for the staff & maintenance of the same.
* Ticket booking, Maintenance of company guest house, office equipment, building located in Pune.
* Spare parts distribution to various branch stores located in the western region.
* Receipt, issue and distribution of imported consignments received.
* Ordering action for packaging materials, Invoicing & Follow-up with customers.
* Inventory Control.
* Dispatch of spare parts to customers & booking consignment with Transporters for road dispatch.
* All legal documentation required by Maharashtra Government.
* Co-ordination with Stores Manager for discrepancies of spares during receipts & issues.
* To ensure routine work of warehouse i.e. goods receipt note, material return note, Material Damage note, etc.
* Assisting Stores Manager in Warehouse Management.
* Recruitment, training programs, Performance appraisals, leave records etc.
* Commercial activities. ( Quotations, purchase, invoicing etc )
* Production planning / Stores in & out procedures, cash handling etc.

**6} KOTKAR ENERGY DYNAMICS PVT LTD** ( **Mar 1997 - Aug 1998) - Pune India**

 A automotive equipments, auto service lifts manufacturing company

 Post - "Works Manager" Reporting to Executive Director

**7} MOTHERSON SUMI SYSTEMS LTD (Dec 1996 - Mar 1997 ) - Pune India**

 A Electric Harness Manufacturing Company

 Post - “ Commercial Manager” ( Heading Administration, Stores, Local Purchase, Vendor Devp)

 Reporting to Unit Head

**8} LARSEN & TOUBRO LTD. (Feb 1991 - Dec 1996) - Pune India**

 A Engineering Company

 Post - "Commercial Assistant " (Administration, Inventory Control, Sales & Procurement, Distribution)

**9} LIPI BOILERS PVT LTD ( Jun 1986 - Feb 1991 ) - Pune India**

 A boiler Manufacturing company

 Post - "Administration Officer" ( Personnel, administration & Commercial )

**PERSONAL PROFILE :**

**QUALIFICATION : Passing**

 **% Year UNIVERSITY**

* BSc. (Mathematics) 58 % 1987 Pune
* Masters in Personnel Management (2 Yr course) 76 % 1993 Pune
* Diploma in Business Management ( 2 Yr course) 60 % 1995 Pune
* Masters in Management Science ( 1 Yr course) 77 % 1996 Pune

 (Finance)

**ADDITIONAL QUALIFICATION : COMPUTER SKILLS**

* Certificate Course in Computer Applications.
* Completed a course in Advance Diploma in Computer Programming, System Analysis and Design.
* Ms-Office & different soft ware in HR & Inventory management.

**TRAINING :** 1. Received training in Total Quality Management 2. Personality Development.

 3. ISO Auditor. 4.Strategic Decision making

**LANGUAGE (read & write) :** English, Hindi, Marathi, Bengali.( Arabic- Working Knowledge)

**CURRENT LOCATION :** INDIA

**NOTICE PERIOD :** Can Join immediately.

**DATE OF BIRTH :** 10th June 1964.

**DEPENDENTS :** WIFE + TWO KIDS ( Girl - 12 yrs, Boy - 5 yrs )

**First Name of Application CV No:** **603522**

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