

SIRICILA

Human Resource Executive (MBA, IT Graduate)

UAE Experienced Professional

Currently in UAE on Visit Visa



Summary

Responsible HR & Admin Assistant with strong knowledge of human resources practices and office administration. Superior understanding of data entry, file management, customer service and maintaining confidentiality. Particularly skilled in organization and time management, able to develop innovative systems for maximizing efficiency.

Employment History

HR / Admin Coordinator

March 2015 – October 2020

Labour Camps Management Company, Abu Dhabi, UAE

Main Duties & Responsibilities:

1. Recruitment:

- ✚ Scheduling candidates for their interview
- ✚ Prepare the Interview Assessment Form
- ✚ Prepare the Manpower request Form
- ✚ Prepare the Offer Letter
- ✚ Prepare the Joining report, employee hand book, name badge and Time Machine In/Out
- ✚ Arrange for the accommodation
- ✚ Arrange for the welcome pack & airport pick up
- ✚ Orientation – Show around the department & outlets ✚ Update the data in ERP (HR & Payroll System)

2. HRIS – ERP (HR & Payroll System)

- ✚ To ensure timely addition of the new staff
- ✚ To apply Service Change as per request from Management

3. Air Ticket Booking:

- ✚ To Liaise with Approved Travel Agent (i.e. KANOO) for booking the tickets for the Staff ✚ To adhere to the policy for booking the air tickets for the team members
- ✚ To raise the LPO & liaise with Purchase Department for the proper documentation for all bookings

4. HR Operations:

- ✚ To ensure earliest response to the Team Members Request in case they require any letter, form, document to be prepared by HR
- ✚ To keep a log and track of all the documents moved to departments for Signatures
- ✚ To ensure up to date personal files of the team members and HR office files
- ✚ Ensure safety & health of the team member
- ✚ Proper coordination with the medical provider for the addition of the new member ✚ Update bulletin board

5. Exit Formalities:

- ✚ To ensure all necessary documentation for the Leavers or terminates staff.
- ✚ To liaise with PRO for cancellation process
- ✚ Ensure adequate documentation for Passport Release

6. Coordination:

- ✚ To coordinate with PRO for scheduling the Medical Tests of the Team Members
- ✚ To coordinate with Director – Human Resources for scheduling the interviews (if required)
- ✚ To assist Director – Human Resources in Training Opportunities (if required)
- ✚ To coordinate with the Accommodation in Charge & Maintenance with regards to accommodation maintenance request, checking accommodation every week for clean

7. Training:

- ✚ Prepare needed materials
- ✚ Prepare power point slides

Junior Officer

March 2014 - February 2015

Adarsh Credit Co-Operative Society LTD, Jagtial, Telangana

Duties / Responsibilities:

- ✚ Maintaining strong relationship with the agent and Employees
- ✚ Motivating them with regular schemes running in system
- ✚ Collecting daily feedback from Team
- ✚ Achieving company assigned targets in stipulated time period
- ✚ Preparing monthly MIS
- ✚ Maintaining main & Petty cash book Preparing B.R.S every month

Data Entry Operator

February 2013 - February 2014

KarvyIII Keep growing, Hyderabad

Duties & Responsible:

- ✚ Insert customer and account data by inputting text based and numerical information from source documents within time limits
- ✚ Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- ✚ Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- ✚ Apply data program techniques and procedures
- ✚ Generate reports, store completed work in designated locations and perform backup operations Keep information confidential
- ✚ Good Typing speed and accuracy
- ✚ Good Knowledge in Mutual Fund Operations.

Education

Master of Business Administration (MBA), March 2014
Satavahana University, Karimnagar, Telangana

Bachelor's Degree (B. Com Computer's), March 2012
Kakatiya University, Warangal, Telangana

Intermediate, March 2009
Govt Junior College, Kadimial, Telangana

Secondary School Certificate, March 2007
Govt High School, Naturally, Telangana Secondary

Strengths

Adaptation, Hard Working, Honest, Flexibility, Fast Decision Making, Self-Motivated

Hobbies & Interests

Traveling, Child Care, Art, Social Volunteerism

Professional Skills

Microsoft Office
HR& Payroll ERP
Tally ERP 9

Languages

English
Hindi
Telugu

Personal Details

Nationality: Indian.

Date of Birth: 10/08/1992

Marital Status: Married

Contact Details: +971504753686 siricila@2freemail.com

Reference: Mr. Anup Bhatia, Arabian Job Seeker



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Human Resource Management, Market Research & IT Consultant
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Interview Candidates Online > Issue Visa + Ticket to Selected > Manpower Deployed