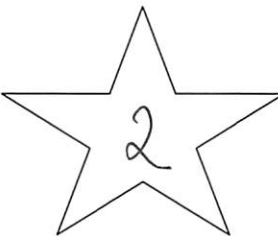
 <b>Gulfjobseeker.com</b> Helping you to search best jobs & talent since 2002! <b>APPLICATION FORM - NEW REGISTRATION</b> <b>NOVEMBER-2014</b>		Profile Score 	
Recent Photograph		Date	23/Nov/2014	CV No	101424
Profession / Specialty		HR EXECUTIVE / GENERALIST			
Industry / Projects		ALL			
Nationality		INDIAN	Place of Birth / City of Origin		KAYAMKULAM
Gender		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status		<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated
Religion		MUSLIM	Birth date (DD-MON-YEAR)		20-MAY-1980
Languages		Mother Tongue: MALAYALAM Other Languages: ENGLISH, ARABIC, HINDI			
Qualification		MASTER DEGREE, PHDHRM (COMPLETED)			
Gulf Experience		9 Years 2 Months	Total Experience		10 Years Months
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Visa Validity Date		D 11 M Feb Y 2015	Visa Status <input type="checkbox"/> Visit <input checked="" type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent		
Employment Status		<input type="checkbox"/> Employed back in Home Country <input checked="" type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed			
Last Salary Drawn		Currency AED Value 6800/-	Last Salary Verified		<input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract
Expected Salary		Currency AED Value 7500	Salary Increment Letter		<input checked="" type="checkbox"/> Pay Slip <input type="checkbox"/> Statement
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/>					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes <input type="checkbox"/>					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>					
What is the reason for your Job Search?		BETTER AND NEW ENVIRONMENT			
How many jobs you have applied so far?		Less than 5	How many interview calls you have received so far?		NO
What is your talent? Describe in detail.		FULL DEDICATION, SINCERE IN JOB ESPECIALLY IN MY FUNCTIONS AS AN HR-EXECUTIVE.			
PCL Certificate		Gulf Experience	1	High Academic Scores - Mark Sheet	1
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	
IT Literacy		Arabic Proficiency		On Job Training Certificates	
				IELTS Proficiency	
Bonus Score		+ Gulf Score	1	+ Education Score	1
Based on documents verified by our HR Assistants the candidate has achieved total score points of					= Total Score
					2

To Interview this candidate please contact Gulfjobseeker.com Office Phone No 04-3970978

# CURRICULUM VITAE



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## OBJECTIVE :

To pursue a responsible and challenging career in a growing organization where, I can contribute and improve my skill, that offers a challenging, stimulating, learning environment to work in, and provide scope for individual development and career growth.

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## PROFILE :

- A Competent HR professional with over 8+ years of proven expertise in independent handling of all core functions of Human Resource.
  - An effective communicator with excellent leadership, decision making, planning and organizing skills that can build and maintain relation across and beyond organizations.
  - Strong Abilities in leading large taskforce and employees of all level in a disciplined manner.
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### Core Competencies

Human Resource – Employee Relations – Personnel Management – UAE Labour Law – Recruitment- HRMS Oracle applications - HR functions – General Administration – Statutory Compliance .

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## PROFESSIONAL OVERVIEW:

**Company :** I – UAE)  
**Job Profile :** HR& ADMIN - Executive / Generalist  
**Period :** 22 December 2012 to Till date

Job Responsibilities:

### Recruitment

Sourcing short listing the bio-data , arranging & conducting interviews of short listed candidates. Obtaining the approval from the HR manager to hire the selected candidates. Preparing appointment letters for the selected candidate Preparing document for visa application and forwarding to HO – Public relations . Carrying out the joining formalities & arranging newly recruited employees ticketing accommodation facilities.

### Payroll & Leave management

Verifying attendance of all employees , creating report from the TAS server every months and maintaining manual attendance Providing attendance details to the payroll section for preparing employees salary, obtaining leave application and managing leave details updating HRMS, Keeping clearance for leave and departing employees ,Preparing Leave settlement & final settlement, Ensuring that all the company properties are submitted back to the company before employees departure .

### **Employees relation and Performance management**

Preparing salary certificate , service certificates, NOC letters , Passport release and all other general request .,Applying employees Pr-pay accounts and Saving bank accounts also contact with the bank for cancellation of bank account for departing employees, Preparing termination and warning letters . Follow up probationary employees confirmations and issuing letter after probation, Issuing increment letter based on annual appraisal of employees

### **General Administration functions**

Co-ordinate with PRO for New Visa work permit / renewals profession & labour contract changes exit& re-entry , absconded report , visa cancellation , Preparing Memo for all related PRO activities Updating Visa quote and reporting HR Manager ,Providing details to PRO Dept. for labour department inspections, Intimating insurance companies for new joining employees insurance and deleting ex-employees detail, forwarding claim intimations for the reimbursements to the insurance companies, Co-ordinate with between the employees & medical insurance companies for all the issues, Follow up with insurance company for the renewal of staff and workers insurance, Updating workmen compensation employee list to the concerned insurance agency.

**Company :** SHAPOORJI PALLONJI QATAR W L L , QATAR

**Job Profile :** Sr. HR& ADMIN

**Period :** February 2010 to December 2012

### **Job Responsibilities**

Interacting with Government bodies for the company's concern and processing required documentation for various services required by the company ,Preparing and submitting all types of visa applications and follow up with department. Over all looking of staffs and workers recruitments &preparing the list of selected candidates and reporting to HR manager ,Maintaining personnel records and updating employees details ,Preparing staff and workers full and final settlements and providing ticket booking, Keeping all employees leave records and process their leave applications Processing all government related documents in Arabic, Handling Translations from Arabic to English Vice - versa.,Co-coordinating with Public Relations & Administrative affairs, Attending to employees' queries pertaining to visa and other related process,Arranging new employees travel schedule and co-ordinating with concerned agencies , Updating employees Resident visa , Labour contract and passport renewal details ,Updating approved visa status as nationality wise and reporting to HR manager, Documents attesting from authorized Govt authorities & India , Nepal, Sri Lanka Embassies. Etc., Preparing all types of documents in Arabic & English, Preparing MIS report and reporting the department head

**Company :** SHAPOORJI PALLONJI MIDEAST L L C .DUBAI

**Job Profile :** P R Asst / HR Assistant

**Period :** October 2006 to January 2010

### **Job Responsibilities**

Process all pertinent document in reference to the criteria of immigration office , Ministry of Labour, government offices, like Municipality, Traffic department , Defense ,water and electricity etc., Process all pending applications like work permit , employment visas visit visas - online , mission / transit and transfer of work permit and residence , Prepare and process application in Ministry of Labour as well as prepare of online application of immigration and Ministry of Health, Department of Health Authorities applications. Attestations pertinent paper Foreign Affairs and Consulates prior to approval ,Keep records of personnel files for visas labour cards and other important documents ,Maintain absolute confidently of records.Processing all required documents in Arabic, Handling Translations from Arabic to English Vice - versa. Assisting the administration for all personnel policies and procedures. Monitor and apply personnel policies and procedures as directed by the Manager.Carrying out other responsibilities entrusted by the Department Head from time to time. Looking Passport renewal , preparing expense accounts of visas and submitting to accounts department ,coordinating with HR & Admin Department for the process of visas and other government laws like MOL , GDNR , MOH, DOHMS, Municipality , RTA , etc.

Coordinating with new employees for documents required for visa processing , Collecting document from employees regarding visas and arranging to process on time after approval from HR department, Attending to employees' queries pertaining to visa and other related process. Monitoring submission of application to immigration for entry permit on time. Reporting changing rules of UAE Labour laws and DNRD rules to the HR Manager ,Operating all applications through Online - E -service ,i.e **Ministry of Labour (uae-smartforms) , DNRD,( e-form ),MOH &Dubai Health authority Online visas Program** Preparing memos for submission to Accounts dept. and settling all the payment, Coordinating with employees for cancellation and preparing visa cancellation , Assisting the HR department in various functions and undertaking additional responsibilities as directed by the management

**Company** : AL- NAJJAR DOCUMENT CLEARING, DUBAI  
**Job Profile** : Document Clearing Officer  
**Period** : September 2005 to October 2006

#### **Job Responsibilities**

Preparing Medical fitness applications and health cards of Ministry of Health , Department of Health. Preparing and New and Renewal of work permit applications of Ministry of Labour and Social affairs and follow up the approval of Worker permit ,Handling e-Payment for Work permit and Entry Permit to Ministry of Labour and Immigration Departments, Keeping all government related Departments rules, files of companies and establishments, Making applications of Municipalities , Road Transport Department and Traffic Departments, Making Labour Contracts and Labour cards of Companies and Establishments , Preparing Visas application of families and relatives . Preparing Bills and Submission to the management and keeping their records. Handling all types of applications of MOL , GDNR and online service of DRND . Typing high speed in Arabic and English and well known in computer operations of M.S office , word , Excel , access and power point.

**Company** : COMPUTECH COMPUTER EDUCATION  
**Job Profile** : Data Encoder  
**Period** : July 2003 to June 2004

Worked as a Instructor cum Data Processor ( Arabic & English ) .

#### **EDUCATIONAL QUALIFICATION :**

P.G DIPLOMA IN H.R MANAGEMENT (completed ) from University of Kerala  
Master of Arts – (Arabic Language and Literature ) from University of Kerala ,Kerala – India  
Bachelor of Education from University of Kerala – Kerala - India  
Bachelor of Arts -( Arabic Language and Literature ) from University of Kerala ,Kerala –India  
Pre Degree - from University of Kerala ,Kerala – India  
Secondary School Certificate - Govt. of Kerala – India

#### **TECHNICAL QUALIFICATION**

Diploma in Computer Applications from Info-tech Computer Education , Kerala – India  
Typewriting in Arabic and English from Govt. of Technical Education Kerala – India

#### **COMPUTER SKILLS**

Operating Systems : MS- Windows , Excel , Word , PowerPoint  
Database Packages : MS- Access, Foxpro,  
Languages : C Programming , C++

**PERSONAL DETAILS**

Father Name :  
Nationality : Indian  
Date of Birth : 20-05-1980  
Marital Status : Married  
Passport No. :  
Place of Issue : Cochin  
Date of Issue :  
Date of Expiry :  
Visa Status : Employment –Transferable  
Visa expiry : 22- Dec-2014

**Languages Proficiency**

English : Excellent  
Arabic : Excellent  
Hindi : Excellent  
Malayalam : Mother Tongue

**Personal Skills**

- Hard working, patient, confident, disciplined and dedicated.
- Able to work well under pressure and ability to get along with any kind of person or situations with ease.
- Well organized methodical and have good time management skills.
- Keen on acquiring new knowledge and skills.

I hereby acknowledge that all the above stated facts are true to the best of my knowledge & belief.