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| Rufus Rufus.162424@2freemail.com |  |
| **Objective:** | To develop and manage HR & Administration department; cost effectively in line with company’s Core Values to increase personnel as well as organizational productivity. |
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| Qualification Summary: | **n s** |

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| Establish HR and Administration policies and procedures, Job Evaluation, Strategic HR management, Performance management, Recruiting, Talent acquisition and retention, Job description, Payroll management, Superb written and oral communication skills, well aware of UAE labor laws, tackled health, safety and environment concerns, worked in ISO and IMS environment. |

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| Career Highlights: |  |
| * Gained a comprehensive administrative and HR experience within diversified industries.
* Formulated and implemented HR Strategies.
* Highly experiencedin staff recruitment, retention of staff, staff orientation, training, developmentand performance evaluation.
* Established employee grading system, prepare Employee Handbook and implemented HR polices and procedures.
* Reduced fuel cost by 30% by providing the best transport plan.
* Controlled the staff attendance by implementing attendance policy.
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| Professional Experience: |  |
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| **Manager – HR & Administration** Prime Electrical Contracting Co LLC, Dubai Nov. 2013 till Present * Managing and leading the Admin & HR Team and ensure that all assigned functions to each team member are properly performed, executed and delivered within time frame.
* Recruitment and selection of candidates.
* Serving as a primary point of direct administrative contact and liaison with different departments, individuals, and external institutions and agencies on a range of specified issues.
* Managing administration functions, such as: COMPANY-RELATED MATTERS: Renewals of Trade licenses, Renewal of Tenancy Contracts of rented property, Insurance registration, renewals, cancellations, claims, etc. Refurbishment, maintenance of office premises, Office supplies and consumables, Legal/Police matters, General Public Relations EMPLOYEE-RELATED MATTERS: Employment Offers, Immigration, Labour procedures, Liaison with government departments, completed all formalities related to visa, health card, immigration, economic department and municipality.
* Official correspondence/letters, certificates, memoranda, Leaves procedures, Resignation/Termination procedures, Expense sheet claims/loan applications and other employees requests, LPOs
* Full management responsibilities for all human resources & PR services and activities, recommends and administers effective personnel policies and procedures that abide by the legal requirements and the sound practices in the HR field.
* Manages the development and implementation of human resource goals and objectives.
* Provide support and guidance to unit managers regarding personnel policies and procedures.

**HR Manager** Speed House, Dubai May 2013 to August 2013 * Plan, develop and implement strategy for HR Department.
* Liaison with other functional managers to ensure that they understand all necessary aspects and needs of HR development, and they are fully informed of HR objectivesand achievements.
* Responsible for recruiting, orienting, training and performance evaluation of staff.
* Ensure HR objectivities and activities meet and integrate with organizational requirements for quality management, health and safety, legal stipulations and environmental policies.

**Administration& HR Manager**EnerPlastics LLC, Dubai September 2011 to March 2013 * Plan, develop and implement strategy for HR management and development.
* Manage and develop direct reporting staff and maintain appropriate systems for measuring necessary aspects of HR development.
* Liaison with other functional managers to understand all necessary aspects and needs of HR development, to ensure they are fully informed of HR objectivesand achievements.
* Responsible for recruiting, orienting, training and performance evaluation of staff.
* Ensure HR objectives and activities meet with and integrate with organizational requirements for quality management, health and safety, legal stipulations and environmental policies.

**Manager – HR &Administration** Prime Electrical Contracting Co LLC, DubaiNov. 2008 to Aug. 2011 * Managing and leading the Admin & HR Team and ensure that all assigned functions to each team member are properly performed, executed and delivered within time frame.
* Recruitment and selection of candidates.
* Serving as a primary point of direct administrative contact and liaison with different departments, individuals, and external institutions and agencies on a range of specified issues.
* Managing administration functions, such as: COMPANY-RELATED MATTERS: Renewals of Trade licenses, Renewal of Tenancy Contracts of rented property, Insurance registration, renewals, cancellations, claims, etc. Refurbishment, maintenance of office premises, Office supplies and consumables, Legal/Police matters, General Public Relations EMPLOYEE-RELATED MATTERS: Employment Offers, Immigration, Labour procedures, Liaison with government departments, completed all formalities related to visa, health card, immigration, economic department and municipality.
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| **Administration Executive** Poonam Advertising Agency LLC, DubaiDec. 2007 to June 2008* Established a camp for 120 employees in coordination with the Camp Boss.
* Developed a transportation plan for the company vehicles for timely commutation of staff. Handled complaints from drivers regarding vehicles and monitored vehicle registrations.
* Liaised with DEWA, Etisalat, EPPCO and Insurance Company as and when required.
* Managed duties related to assessment & purchase of uniforms, purchase of new vehicles, time attendance, door access systems and staff catering services.
* In charge for processing medical and life insurance applications of the employees and coordinating office and staff accommodation maintenance.
* Ensured availability of office stationeries, supplies, equipment or inventories.
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| **Administration Coordinator** Lunar Electromechanical LLC, DubaiFeb. 2007 to Nov. 2007* Directly reporting to the General Manager on administrative related issues.
* Kept an eye on the leave applications of the employees and ensured they got clearance from all departments; they received their entitlements as well as air tickets.
* Arranged accommodation of 815 employees in liaison with Camp Boss. Followed up on day to day requirements and settled disputes effectively.
* Constant coordination with the PRO in processing visa of new employees, renewing visas of existing employees and monitored their renewals to ensure that process is timely completed.
* Liaison with government departments completed all formalities related to visa, health card, immigration, economic department and municipality.
* Handled visa cancellation, processing, departures, entry permission, letters, contracts, tickets and filling. Support employee and manage counseling.
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| **Administration Coordinator** Al Buheira LACNOR Dairies LLC, SharjahOct. 2004 to Jan. 2007* Worked closely with Camp Boss for arranging the accommodation of 968 employees. Created and maintained database in Excel regarding residential status.
* Created a database for vehicle fleet (564 vehicles) with all related information such as vehicles registration renewal, accident repairs through insurance company and replacements done.
* Liaised with SEWA, Etisalat, ADNIC and Emarat for fuel cards.
* Evaluated the cleaning services and laundry activities of cleaning and laundry companies.
* Upkeep employees leave records. Control employees time sheets.
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| **Office Administrator**TEAM, Rawalpindi, PakistanAug. 1994 to Sept. 2004 * Coordinated general office and personnel functions for the staff and facilitate staff hiring.
* Kept an eye on staff performance in day to day basis.
* Generated quarterly & annual financial reports as well as consolidation reports to the submitted to head Office base in USA. Report to the Executive Committee.
* Active involvement in budget preparation and handled company petty cash.
* Handled all correspondences including fax and e-mail; compiled monthly news notes; distributed minutes of meetings; answered phone calls and maintained office records.

**TEAM Leader** World Vision International, Islamabad, PakistanFeb.1991 to Dec. 1991* Prepare goals, plan of action and budget for the project.
* Administer all the activities of the project.
* Evaluate working of the project and Report to the country coordinator.
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| Educational Qualifications: |  |

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| * Masters in Business Administration.
* Professional Diploma in Human Resource Management.
* P. G. Diploma in Information Technology
* Attended exam preparation Course on Global Professional in Human Resources (GPHR).
* ISO 9001:2008 and IMS (integrated management system) awareness programs.
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| Personal Details: |  |
| Driving Licence: UAE, Visa Status:Residence Visa, Languages: English & Urdu |
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