CURRICULUM VITAE



***Career Objective****: - In search of good prospects in a reputed organization where I can sharpen, refine my skills and knowledge to the maximum and at the same time endeavoring my best to carry out organizational objectives most efficiently and with utmost dedication.*

***Name: - Abdul***

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**Currently Working in INDIAN since 11th March 2012 onwards:-**

**KGN ENGINEERING WORKS** - MUMBAI (**Projects: - Extension of Int’l Airport (Chatarpati Shivaji International Airport, MONO Rail – Mumbai**)

As **HR / Admin Manager:**-

1. Overall In – charge of the division.
2. Monitoring overall personnel, HR matters at H.O. and sites.
3. Over all checking attendance, leave, absenteeism and discipline.
4. Labour Dispute with Company and Labour Court.
5. Maintaining administrative records, new recruitment, selection and training programme ( IN HOUSE).
6. Logistic Control, Driver duty roster, Delivery details.(Hours/bases).
7. Costumer Complain, Material listing, with Speciation
8. Projects Status. Materials Approval with consultant. Attending Safety Meeting.
9. Sub – Contractor details. (Complete vendor Listing).
10. Monitoring complete Schedule of work and completion certificate.
11. Compensation and benefit of the employees.
12. External Audit – with KPMG. (Administration Expense).

***Experience in Gulf****:-*

*Worked in Saudi Arabia -****Geyad for Commerce & Import Co Ltd (ISO9001:2000 Certified Company & UKAS Quality Management Certified Company)****. (Managing* labors and staff from various countries like Indian, Pakistani, Saudi, Srilankan, Philippines, Syrian and Bangladeshi.)

*As****H.R. /******Admin Manager****. 11th April 2008 up to 03.03.2011 - Al – Kobar*

1. Ability to design H.R. - Manual with the related policy of the company.
2. Ability to carry out task related to the processing of employee’s visas and government related documents in order to support employees, where applicable, and ensure compliance of new and existing employees statuses with Saudi Arabia immigration and other relevant law and regulations.
3. Liaise with relevant government bodies (labour dept, Ministry of interior and medical commission, Etc) efficiently in order to ensure expediting of formalities and documents processing. Ensure all employees in obtaining labour card approval in order to ensure their status comply with government and legal requirements processes all applications for visas, work permits, residence permits, I.D. cards, etc. of employees and dependents as well as visitors.
4. Managing staff transport encompassing planning and organizing pick up & drop of staff members reporting in different shifts as per operations schedule. Mobilizing & demobilizing of labour for different sites as per the project requirement and demand, handling contract etc.
5. Expert knowledge of Insurance - (personal, Medical & Govt). Managing sites accidents reports and GOSI claims as well as ensuring adequate treatment of injured workers.
6. Responsible for internal announcements such as private sector holidays, special celebrations etc.
7. Candidates screening & scheduling interviews.
8. Oversee entire travel arrangement of business guest & staff on business travel such as visa, ticketing, hotel booking Etc.
9. Supervise the camp and arrangements for the rooms for Labors & Staff.
10. Managing staff record files. Planning for leaves for Staff and Labor as per the schedule.
11. Sickness and Absence Management.(Internal office Memo)
12. Daily Attendance and coordinating with finance department regarding deduction or other action.
13. Monitoring vehicle record for service and insurance.
14. Development and maintenance of procedures and processes.
15. Prepare offer letters and employment contract.
16. Prepare salary certificates, visas, ID card, renewal of passport on the request only.
17. Staff relation: - to solve the problem about maintenance work or Etc. Involving in recruitment with management group to selection of right candidates. Managing the end-to-end recruitment cycle for the organization.
18. Maintain excellent relations with sub - contractor and local manpower suppliers and materials suppliers.
19. Camp :- maintenance and repairs on camp facilities , Employs and supervises staff to operate dining facilities, menus, prepares food supply orders, and stores food as per the nationalities. Supervises and orients camp counselors.

**Golden Group of Companies**: - HR / Administrator Affairs Incharge

**Since**: - 11th March 2003 to 11th March 2008 **(Muscat - Oman)**

Looking after labors and staff from various countries like Indian, Pakistani, Omani, Srilankan, Philippines, Syrian and Bangladeshi.

**Job Responsibility**:-

1. Preparing daily report for In and Out.
2. Planning for supply of manpower as per the request of site in charge and as per project scheduled. Scheduling, estimating and controlling of manpower.
3. Ensure high level of security, safety and good housekeeping for the campus with the coordination of safety officer. Main ting safety gears for the labors.
4. Arranging transportation to and fro various side and also arranging services of the vehicle.
5. Health monitoring, providing medical facilities.
6. Preparation of settlement as per the rules of company.
7. Monitoring on the renewal of visas, new visas and work permit with the coordination of PRO.
8. Arranging social welfare programmes.
9. Providing orientation with regards to safety rules and regulation.
10. Supervise the camp and arrangements for the rooms for Labors & Staff.
11. Maintain excellent relations with sub - contractor and local manpower suppliers and materials suppliers.
12. Maintain staff files / records & update staff list, leave records etc.
13. Handling staff inquiries.

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| *Qualification :-* | *B.A. ( Magadh University - Bihar, India )* |
| *Additional Qualification:-* | *ERP, M.S. Office including Microsoft Excel, Word & ETC* |

***Languages known as****:-*

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| Languages | Speak | Write |
| English | Yes | Yes |
| Hindi | Yes | Yes |
| Arabic | Yes | No |

*Thanking You Abdul*