**Bava**

**Bava-201099@2freemail.com**

**Dubai-UAE**



P R O F I L E S U M M A R Y



* A competent HR professional with over 10 years of experience in core HR and Office Administration activities.
* Hired candidates for various positions from various countries and bulk hiring.
* Handling end to end recruitment cycle which involves sourcing, screening, conducting interview, negotiating, short listing and till new employee joins in the company.
* Experience in all aspects of HR related activities and responsible for handling day-to-day employee issues.
* Proficient in induction for new joiners, employee’s documentation, on boarding, joining formalities, employee engagement activities, grievance handling, leave management, performance appraisal, exit interviews, administration and frame HR policies.
* Rolling out various types of offer letters and other letters like confirmation letters, promotion letter, relieving letter, termination letters, etc.
* Maintaining complete personal database of all employees.
* Ability to manage multiple tasks while remaining proactive and flexible. Ability to deal effectively with all levels of staff and management.
* Well versed in Microsoft Office applications (Word, Excel and PowerPoint).

**C O R E C O M P E T E N C I E S**

|  |  |  |
| --- | --- | --- |
| **End to end recruitment activities** | **Attendance & Payroll** | **Employee accommodation** |
| **Bulk Hiring** | **Office Administration** | **Employee related insurance** |
| **HR Policy Implementation** | **Documentation** | **UAE Labor Law** |
| **Training & Development** | **Passport control** | **ISO** |
| **Visa Process and Ticketing** | **Leave Management** | **Settlements** |

**O R G A N I S AT I O N A L E X P E R I E N C E**

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| --- | --- | --- | --- | --- |
| **Sl** | **Organization** | **Position** | **Period** |  |
|  |  |  |  |  |
| **1** | **Steel Rolling Mills. LTD-Uganda** | **Cashier & Accounts Assistant** | **June-2005 to Nov-2006.** |  |
|  |  |  |  |  |
| **2** | **Steel Rolling Mills. LTD-Uganda** | **HR-Assistant & Payroll Administrator** | **Dec-2006 to Aug-2009.** |  |
|  |  |  |  |  |
| **3** | **WinStar Electro Mechanical, LLC-** | **HR-Executive** | **June-2010 to Feb-2012.** |  |
| **Dubai** |  |
| **4** | **WinStar Control & Power System-** | **HR & Administration Executive** | **Feb-2012 to Sep-2012.** |  |
| **Chennai** |  |
| **5** | **Overseas Manpower Consultancy-** | **HR-Recruiter** | **April-2013 to November-** |  |
|  | **Chennai** |  | **2013.** |  |
| **6** |  | **HR-Coordinator** | **March-2014 to April-2019.** |  |
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**KEY RESPONSIBILITIES**



**RECRUITMENT**

* Planning & executing whole recruitment activities as required by the company.
* Setting the sourcing plan for hiring**.**
* Handling entire cycle for pre and post recruitment system such as searching for candidate, short listing, organizing interview, candidate finalizing, issuing offer letter and all other related activities.
* Managing the entire recruitment process stating sourcing**,** screening**,** coordination, offer negotiation, offer rollout, post offer engagement etc.
* Collecting necessary documents from candidates for issuing offer letter and visa process.
* Well verse in sourcing candidates from Naukri, Monster, Dubizzle, Indeed, Monster.
* Preparing weekly and monthly reports of ongoing requirements progress.

**ON-BOARDING AND INDUCTION**

* Coordinating with new candidates starting from they fly from their home country till they reaches in the company.
* Arranging airport pick up for new candidate.
* Welcoming the new candidate and explaining company’s policies, procedures and culture to them and making necessary joining forms.
* Introducing the new joiner to the team, supervisor and manager.
* Scheduling required training and development for new hires such as product training, software training, fire and safety training, first aid training.
* Arranging bank account for new employees.
* Arranging ID cards and safety wears.

**HR POLICY IMPLEMENTATION**

* Implementing various HR policies as time required.
* Explaining the importance of policies to the employees.
* Monitoring HR policies whether they are properly followed by the employees.
* Making changes in policies if required.

**VISA PROCESS AND TICKETING**

* Arranging visa for new joiners and doing complete visa renewal process for UAE.
* Arranging visa for other countries also such as China, Schengen, Turkey, UK and any other countries.
* Arranging air tickets for employees for their annual leave, emergency leave for various countries.

**ATTENDANCE & PAYROLL**

* Process HR transactions in a timely manner to meet monthly payroll.
* Complete payroll administration.
* Submitting required documents to accounts for salary preparation
* Updating WPS files.

**OFFICE ADMINISTRATION**

* Managing complete office administration.
* Making monthly office cleaning schedule and monitoring the same.
* Monitoring stationery requirement for the office.
* Timely office maintenance as required.
* Arranging transportation for staff and labours as required.
* SALIK account recharge and monitoring traffic fines for company vehicles and making payments.

**DOCUMENTATION**

* Preparing various types of offer letters for various positions.
* Making memos. NOC, salary certificates, warning letters and any other documents as required as per times warrants.
* Managing employee’s personal files.

**PASSPORT CONTROL**

* Handling passports of company’s all employees.
* Releasing passport to employees while going for leave.
* Collecting back passports from employees after they rejoin duty.
* Timely informing employees for their passport renewal.

**LEAVE MANAGEMENET**

* Maintaining records of complete leave cycle management.
* Such as annual leave, personal leave, emergency leave, maternity leave.

**ACCOMMODATION**

* Arranging accommodation for staff and labours.
* Monitoring accommodation policies are followed by employees.
* Monitoring accommodation cleaning is maintained by employees.
* Monitoring housekeeping activities such as hiring new accommodation, organizing for furniture, making cleaning schedule and other oriented jobs.
* Weekly visit to company provided accommodations to make sure they are kept clean and tidy for healthy living.

**INSURANCE**

* Doing complete process for group life insurance and group health insurance.
* Such as taking quotations, negotiations, finalization, renewal, claims follow-up and other related ac-tivities.

**ISO**

* Arranging required documents for annual ISO audit.

**SETTLEMETS**

* Arranging various types of settlement.
* Such as annual leave settlement, hold salary release, final settlement and any other settlements as required.
* Submitting required documents to the account and follow up till the settlement gets ready.
* Arranging settlement payment to the employees on time.

**EMPLOYEE WELFARE**

* Arranging advances, loans as required by the employees.

**FINAL EXIT**

* Doing all formalities related to employee’s final exit and exit interview.

**ACADEMIC CREDENTIALS**

* Bachelor of Arts-1996.

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|  |  | **PERSONAL DETAILS** |
| Date of Birth | : | 17-May-1975 |
| Marital Status | : | Married |
| Languages Known | : | English, Hindi, Kiswahili, Malayalam and Tamil |
| Nationality | : | Indian |
| Visa Status | : | Visit visa |