

**SAIF**

**Email :** [**saif.211486@2freemail.com**](mailto:saif.211486@2freemail.com)

**Personal Details**

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| --- | --- | --- |
| Date of Birth - | | 27 May 1984 |
| Sex | - Male | |
| Nationality | - | Indian |
| Languages | - | English, Malayalam, |
|  |  | Hindi, Arabic. |
| Marital Status- Married | | |
| Visa status | - Employment Visa | |

**Objective**

To obtain a challenging position in an organization that provides motivation, upward mobility and lot of work exposure and to add immense value to all of my responsibilities by putting into use my experience.

**Abstract**

Working as **HR-Public Relations Officer** for a facility management company in dubai since May 2014. Previous experience as a **Centre Manager** at **TIME** management Institute.

**5+ Years**’ experience in **Qatar as HR cum Admin. Assistant**

**MBA-HR (Sikkim Manipal University).**

Holds valid **UAE, Qatar and Indian** Driving License

**Executive Summary**

Energetic and enthusiastic **HR cum Admin** professional with right attitude, flexibility, patience and maturity to manage any situations.

A team player with excellent communications skills, strong analytical and design skills, and problem solving abilities.

**Professional Experience - 7+ Years**

Working as **HR/Admin Executive** with **Top1 Building Cleaning and Security Services Co.**, Dubai-UAE Since May 2014

Worked as an **Centre Manager** with **Triumphant Institute of** **Management Education- Kerala ,India** from April-2013 to Dec-2013

Worked as a **Administration Assistant** with **Trags Engineering WLL-Doha, Qatar** from October-2007 to January-2013.

Worked as **Customer Service Assistant** with **Air Deccan, Bangalore-India** from April-2006 to April-2007.

**Educational Strength**

**MBA-HR:** Sikkim Manipal University, August 2013

**B.COM:** Calicut University, September 2006

**+2 Commerce** with Computer Science (CBSE) March

**Technical Qualification**

**MCSA:** Microsoft Certified System Administrator **,** 2011

**ATTM: D**iploma in Airline Ticketing and Travel Management, 2008

**IATA-FIATA:** IATA Cargo Introductory Course, 2006

**DOMFA:** Diploma in Office Management and Financial Accounting

**Job Profile**

1. **Top1 cleaning and Security Services Co.**- Dubai-UAE, Since May 2014

Responsibilities held

* + Work closely to the **HR Manager** and able to provide analytical reports periodically and upon occurrence, responsible to implement the standard operating procedure within the HR dept.
  + Handling independently the Labour application(**Tas’heel system**) and typing works.
  + Responsible to follow up the joining and contract renewal formalities of employees.
  + Coordinate processing (application, renewal and cancellation) of visa, labour card, Medical, etc
  + Administrative and clerical support, Responsible and maintain employee’s records and database.
  + Keep record of attendance, absence, overtime and leave details for Payroll processing.

1. **TIME Management Institute**- Kottayam, India From April 2013 to December 2013

Responsibilities held

* + Managing the institute and meeting the requirements.
  + Administrative support to ensure that office operations are maintained in effective and accurate manner
  + Schedule batches and coordination of faculties.

1. **Trading and Agency Services WLL (TRAGS)-** Doha, Qatar (October-2007 to January-2013)Responsibilities held
   * Coordination of Sites and Labour camps and ensure the safety requirements.
   * Administrative and clerical support to the Manager and preparation and periodic statements of activities and reports.
   * Oversee staff accommodation and labor camps and meeting the requirements and amenities.
   * Arrangement for gate pass and induction courses as per site requirement.
2. **Air Deccan,** Bangalore, India (April-2006 to April-2007)

Responsibilities held

Passenger handling and Check-in, Ticket reconciliation, Ramp activities and baggage consolidation

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

**REFERENCE WILL BE AVAILABLE ON REQUEST**