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**Career Objective:-**

Willing to work in a challenging and creative environment where I can utilize my talents specifically and effectively to contribute towards the goals of the organization. Seeking a challenging job opportunities in a well-established National or Multinational Company, to be an active participant in a team where I can enhance my creativity and team work skills, to promote long-term growth and profitability of the company.

**Work Experience:-**

**HR Assistant (H.R Coordinator) June 2013 to Present**

**Reputed Firm Dubai, U.A.E**

**Nature of work / Responsibility**

* Coordinating with H.R officers with regards to human resources procedures and acting as a point of contact with employees and division heads.
* Maintenance of database containing employees’ records.
* Preparation of employees (both hard & soft copies) personnel files & compilation of data for same.
* Managing & issuing staff passport, labor card and labor contract.
* Coordinating with insurance company with regards to all employees’ insurance card. (Addition, Deletion and Release) for both Principal and Dependents.
* Preparation of letter correspondence as & when required.
* Preparing Salary certificate, Salary transfer certificate. No objection certificates etc.
* Handling letter request of employees in coordination with the division’s respective HR officers.
* Handling medical & emirates ID procedures in case of a group recruitment.
* Preparing correspondence, managing administration projects for executive management on request.
* Liaising with other department regarding any arising maters or problems.

**Document Controller May 2009 to April 2013**

**Thermo L.L.C Dubai, U.A.E**

**Nature of work / Responsibility**

* Responsible for all documentation in the work site. Controlling/dispatching drawings like Civil, Mechanical, Electrical, Plumbing and HVAC. Maintaining Site Reports, Daily Site Reports and Construction Change Reports to help billing purpose to Quantity Surveyor.
* Maintaining Drawing-Control Register, Job Review Register, Job Instructions to Sub-contractors. Working in close Interaction with Planning Engineer.
* Distribution of the documents to relevant engineers and staffs as per the Document Matrix Register.
* Organize and maintain incoming and outgoing documents such as IFC drawings, Material Approval Sheets, Technical Queries, Technical Data, Reports and Inspection Request.
* Ensure all project documents including Drawings, Quality Manuals, Method statements, Procedures and specifications are transmitted to relevant personnel including Clients and Consultant also Sub-contractors (if applicable).
* Coordinate with Consultant, Client and Sub-Contractors for on time submission.
* Maintain manuals, Catalogue, Test reports, CVs for the projects in compliance with all quality and regulatory requirements.
* Follow up the priority items (MAS) with relevant Engineers and Vendors.
* Assist completion of requests, searches and queries from any project members. Prepare meeting Agendas, Presentations, Reports, Minutes of Meetings.
* Monitor and update any change/modification to the technical documents and maintain register record accordingly.
* Preparation of correspondence & controlling for the project & all the related works of office secretary.
* To ensure that all corporate documents are well checked and submitted on time prior to the documents submission due date.

**Data entry operator January 2008 to April 2009**

**Thermo L.L.C Dubai U.A.E**

**Nature of work / Responsibility**

* Maintaining all Incoming/Outgoing filing system register and.
* Entering the letter, company related documents and response to incoming mails and calls..
* Performing Entry work, Documentation and Clerical duties for the senior Officers.
* Typing, filing, Photocopying, Scanning and faxing of documents when requested to do so by senior members of staff.
* Maintain an appropriate file of records, concerning Employee Status Change (ESC) such as salary adjustment, re-designation/promotion, resignation and termination.
* Prepare &amp; Check all price Invoices of the Contractor & delivery notes for getting final approval from Project department with ID code stamp & Manager signature, then forwarding all Invoicess to the Accounts department for payment release purpose.
* To ensure that all works is finished and handle it very well within a period.
* Answering, screening, filtering or transferring relevant Calls to other department staffs.
* Update and create the Database management system of Employee and organization details.
* Prepare Timesheet for the Employees and contractors.
* Ordering and maintaining office stationary and supplies.
* Create & modify the document as per company’s format using Datasheet.

**Store Keeper December 2006 to October 2007**

**Surya Nepal Pvt. Ltd. Itahari, Nepal**

**Nature of work / Responsibility**

* Handling incoming and outgoing correspondence.
* Maintaining an inventory of the items.
* Checking on weekly bases items expiry and availability.
* Dispensing of material.
* Maintaining accurate of stock records.
* Maintaining store image by proper display and follow visual.
* Ordering to suppliers as per site requirement.
* Receiving orders making sure they are executed in time.
* Weekly report submitting to Project manager.

**Cashier January 2006 to November 2006**

**Shikhar Savings & Credit co-operative Society Dharan, Nepal**

**Nature of work / Responsibility**

* Handling cash & cheque collection.
* Deposit cash & cheque in a particular bank
* Preparing outstanding statement of customer.
* To Handling the petty cash.
* Reporting to senior accountant.

**Accountant August 2005 to November 2005**

**Junction Cyber Café Dharan, Nepal**

**Nature of work / Responsibility**

* Posting all the journal voucher entries & payment voucher entries.
* Preparing the staff salary.
* Preparing outstanding statement of customers.
* Maintaining bank reconciliation statement.
* Making daily summary & posting in computer.
* Import & export documentation of the company as respective laws applicable.
* Month end report submitting to account manager.

**Assistant Accountant February 2005 to August 2005**

**Biomed International Pvt. Ltd. Dharan, Nepal**

**Nature of work / Responsibility**

* Data entry of sales & purchase using oracle based accounting software cactus.
* Debtor’s collection as per overdue & maintaining weekly payroll.
* Operated daily cash registers, bank books & Bank reconciliation.
* Reporting to the chartered accountant every month end.

**Receptionist July 2004 to December 2004**

**M.I.C Computer Centre Dharan, Nepal**

**Nature of work / Responsibility**

* Answering all phone calls/enquiries from clients and suppliers, taking the massages and transferring them to the appropriate associate/department.
* Typing correspondence, memos, report and other documents.
* Performing general office work such as filing, photocopying, sending/receiving faxes, sending/receiving e-mails and other administrative duties.
* Responsible for the creation and updating files.
* Assist in the administration and maintaining office records.

**Education Qualifications:-**

* Adv. Diploma in Computer Application From Microtech Solution Pvt. Ltd. – (2007) **Kathmandu, Nepal** M.S Access (Word, Excel, Outlook, PowerPoint, Publisher), Tally, General Hardworking & Networking & other Programmed.
* Higher Secondary Education (I. Com) - Shree Public Higher Secondary school - (2005) **Dharan-12, Sunsari, Nepal**
* School Leaving Certificate (S.L.C) - Shree Shiksha Niketan Secondary School - (2003) **Dharan-6, Sunsari, Nepal**

**Additional Skills:-**

* I.T.I Electrician From **Itahari, Nepal**
* Language Known : English, Hindi, Nepali, Arabic
* Driving License : UAE Valid Driving license (Light Vehicle – Manual)

**Personal Information:-** Age : 28 Gender : Male Marital Status : Single Nationality : Nepali Religion : Hindu

**Declaration:-**

In the undersigned declare that the above furnished statements are true & correct the best of my knowledge & experience.