**CURRICULAM VITAE**

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**Objective:**

My goal is to obtain a dynamic challenging opportunity that contributes to the outstanding success of the business and grow along with the organization while improving my skills.

**Exposures:**

* Perpetual Calendar Specialist
* Having 20 years of experience/expertise that includes Human Resource Management and Administration functions

**Education :**

MBA [HR] (2011) – from Madurai Kamaraj University

BSc., [Chemistry] (1992) – from AVVM Sri Pushpam College, Thanjavur

ADCA (1994) – Advanced Diploma in Computer Applications from Lan Eseda, Chennai

**Expertise:**

* **July 2014 to Present:** Working with M/s Crown Paper Products Factory LLC (M/s **Hassani Group of Companies, Dubai**) as **HR Assistant cum Sales Coordinator**. Handling HR, administrative functions while coordinating production and sales teams.
* **2012 to June 2014:** Worked withM/sMehra Computer Systems Ltd., Chennai(A Security Printing Company)asManager – Human Resourcessince 2012 handling complete Human Resources, Administrative related functions. Apart from the above, coordinated and executed special projects for the company (confidential jobs). Handled *ISO 9001:2008 related documents.*
* **2011-2012:** Worked with M/s Mentor Printing and Logistics Pvt Ltd., Chennai (Singapore based MNC Printing Company) handled HR, administrative and training related functions.
* **2007-2011:** Worked with M/s Max Academy for Excellence, Chennai (India’s unique Trainers for complete Self-development Skills) as Senior Manager.*Co-ordinated workshops on Self-Development Skills for students and Executives.*
* **2003-2007:** Worked with M/s Franch Express Net Work Pvt Ltd., Villupuram (Leading south Indian based Courier Company) as Asst. Regional Manager. The complete operational works of courier logistics, branches, reconcile the complaints and claims.

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* **1992-2001:** Worked with M/s Silicon Soft as Team Leader. Where my job including processing of Unit Trust of India's Schemes and managing the Data Processing Unit. Also worked with M/s Prism Consultancy private Limited (formerly known as Nivi Computers) [affiliate of EXXON COMPUTERS, MUMBAI] as System Executive.

**Recapitulate:**

* **Human Resource Management Systems**

Talent acquisition, Statutory compliance, Attendance closing, leave records, Payroll process, New employee joining formalities, ID cards, Uniforms, shoes, Employee personal file maintenance, Liaise with other functional departments, grievances, Employee Relations, Reward management, Talent retention and turnover ratio, Reduction of absenteeism, Compensation and benefits.

* **General Administration**

Taking care of Canteen, Transport, House Keeping & Security and all Administrative related functions. Handled the following functions as well: 4pl governance, post printing functions like question paper and answer booklet of universities.

* **Training and Development**

Complete functions of Training and Development, Training Need Analysis, Attended workshops on motivation, Extraordinary memory skills, concentration, Time management, Crisis & Stress Management, Team Building, General health, Learning skills, Study method, Brain Activation, Instant Energy Techniques, Goal setting, Analytical and Logical skills and Personality Development.

# ***SELF APPRAISAL***

Date of Birth : 12th May 1972

Sex : Male

Nationality : Indian

Religion : Hindu

Marital Status : Married