CURRICULUM VITAE

Contact Details

Email address : altaf.214899@2freemail.com

Visa Status : INDIAN - Resident of Dubai – NOC available

Driving Licence : Holder of a valid driving licence of Dubai (UAE)

**Objective:**

Pursue  for a challenging position in a dynamic organization. Where I will get the opportunity to utilize my knowledge, experience and also to prove my proficiency for further career development.

**Summary :**

* Experience in dealing with multi-tasking
* Proven employee management skills

**Skills :**

* Proficient in MS OFFICE (Word, Excel, PowerPoint & Outlook)
* Good written and verbal communication skills
* Ability to take timely decision and initiate new HR policies
* Excellent presentation and interpersonal skills

**UAE Experience (24 years) : HR Manager**

 Al Araab & Al Masharif Contracting – Dubai (UAE)

 From 1989 to 2014

AREAS OF EXPERTISE : PERSONAL SUMMARY as follows;

Recruitment

* A multi-skilled professional with good all-round HR advisory skills.
* Very capable with the ability in dealing with all the recruitment , employment issues and resourcing needs of an organisation.
* Writing job specifications and designing job adverts.
* Deciding which online job sites & news papers to advertise jobs in.
* Ensuring the timely recruitment of new employees in the business.
* Assisting in the short listing of suitable candidates from applications.
* Organising and arranging interviews for candidates asking relevant questions.
* Assisting in the set up and maintenance of candidate databases.
* Providing employment references of past employees.

Contd. Page No.2

Employee relations

* Experienced in providing timely and up to date HR advice.
* Dealing with genuine sick leave cases.
* Experienced in Assisting and Managing employee leave applications & transactions of final settlements.
* Maintaining complete records of employee document history in personal files & scan records.
* Maintaining employee database with their current contact details.
* Making reports on damages & fines due to an employee, assisting concern departments for adjustments from employee account.
* Arranging short term loans to specific employees & arranging recoveries.
* Maintaining employee daily allocation.
* Absent employee control system, verifying absent reason & issue clearance letters to resume their duties after employee sign the undertaking that he/she will not absent at work in future without any specific reason.
* Writing memos & warning letters.

Employee transportation management

* Organising employee transportation system
* Maintaining employee daily work location

Employee accommodation management

* Maintaining database of employee on daily accommodation positions
* Not allowing employee to transfer their accommodation to another location without official instructions
* Collecting daily labour camp reports & verifying it regularly, going to the camp on surprise visit to verify labour camp reports
* Keeping database of employee accommodation tenancy contact validity/landlord & real estate details/emergencies contact numbers
* Maintaining tracks of utilities monthly bills payments etc

Employee provisions

* Making employee yearly provisions of leave salaries & gratuity
* Reports on employee documents renewal fees & arranging renewals in coordination with PRO

Payroll administration

* Extensive knowledge of salaries payment through WPS

Insurance

* knowledge of employee insurance cover

 (Workmen Compensation & P.A. cover – policies & accident claims)

Contd. Page No.3

Knowledge of other work

* Real Estate Department Management>Keeping Landlord &Tenants Database>Maintaining payments track of landlord>Maintaining collection track of tenant cheques & follow-up their payment till it is cleared by the bank>Book keeping>Bank deposits control>Making bank reconciliation statements>Charging Fines & Penalties for tenants cheques returned by the bank & follow-up for an early settlement of it> Listening tenant’s complains>follow up repairs maintenance works etc>correspondence & communication etc.
* Building Materials Transport>Updating stock records>Suppliers>Preparing daily material purchase program>Negotiating material prices>Issuing LPOs>follow-up deliveries>Collecting invoices & verifying them LPO>forwarding supplier bills for payment>Customers>Preparing daily supplies program>Negotiating terms of payment>collecting LPOS>Making deliveries program>assigning it to drivers>Arranging supplied materials delivery notes>recording it to the database>Invoicing>follow-up collections etc>making drivers performance report>updating fuel consumption & repair expenses reports etc>making drivers commissions & salaries statements>staff correspondence & communications etc
* School>Preparing Staff records>advertising for new staff> Collecting their documents>Short listing candidates>arranging interviews with technical team> organising ministry of education approval>issuing appointment letters>Processing documents for the residence & work permits>Making employee personal files & updating it with all their documents>Maintaining staff attendance register>Salaries payments etc>Drivers>Making vehicles database>Making vehicle files>updating vehicle purchased & financed details>Making insurance covers>follow-up vehicle accident claims>distributing student pickup & drop program>Vehicles fuel, repairs & maintenance cost control etc>Student records>Making students database>Registering new students>making their personal files>updating students records>Designing student family structure to maintain student yearly fees & on account payment as well as due balance account reports>collecting fees collection receipts daily>updating summaries of balance receivable>Maintaining records students left the school>correspondence & communication etc.

**ACADEMIC QUALIFICATION**

* Bachelor of Science 2nd year in 1989, Osmania University, Hyderabad – AP (INDIA)

**IT SKILLS**

* Fluency in MS-Office 2007,2010 & 2013 Excel, Word, Outlook, power point
* Scan records; advance knowledge of photo file formats imaging documentation such as PDF, Jpg, Photoshop, paint brush etc. Holding advance skills of maintaining scan documents & their logical locations.
* High Speed typing etc

**PERSONAL DETAILS**

Date of Birth : 23rd November 1960

Marital Status : Married
Driving License : Valid UAE Light Vehicle
Visa Status : Employment Visa
Nationality : Indian
Language : English & Urdu (Arabic speaking moderately)

**NOTE : references available on request**