

[234852@gulfjobseekers.com](mailto:234852@gulfjobseekers.com)

**CAREER OBJECTIVE:**

To establish my human resources career in a company that provides growth and development to improve and enhance my professional value beneficial to all stakeholders.

With time constraint variable my secondary career options are in administration, operation or either in finance & accounts field.

**SOFTWARE SKILLS:**

* Synergy’s HRB applications (HRMS and payroll HR technology)
* Synergy’s Interflex 6020 Time & Attendance system (HR technology)
* Primavera (documentation and achieving system technology)
* Sage (accounting system)
* MS Office applications (Word, Excel, Power Point & Outlook)
* Knowledgeable in DMCC members portal applications

**PROFESSIONAL SKILLS:**

* 6 years combined Human Resources qualifications
* Total 8 years administration experience
* 4 years finance and accounts
* HR skills
  + Recruitment
  + Payroll
  + Time & Attendance system administrator
  + Generalist
  + Compensation and benefits
* IT

**Certification:**

* Human Resource Management – University of Dubai
* MICB – candidate.

**PROFESSIONAL EXPERIENCE:**

**Custard Communications,** Office Manager and Team Administrator (October 2011 topresent)

Role

* Team linchpin and core of organization
* Company’s liaison for banking, sponsor and or as dictated by the Directors
* Office upkeep and management

Administration:

* Overall office management, reception, company database, maintenance and mailer, team calendar, utilities payment, office repair and maintenance
* Company assets and consumables management
* Administration of company’s email
* Monthly, weekly and daily task list management
* Courier administration, recording, tracking and allocation
* Maintaining company’s records in server and hard copies

HR:

* Recruitment process management: reviewing and evaluating candidates, interviewing and making recommendations
* Prompt team payroll and expenses processing
* Processing visa application, cancellation and end of service benefits
* Recording and updating team holiday, lieu time, and sick leave
* Administration of medical fitness and Emirates ID application and communication of public holidays
* Orientation of new joiner
* Contract administration
* Preparing and releasing employee’s services documents

Finance and Accounts:

* System management of company accounts for clients and suppliers
* Petty cash management
* Ensuring accurate expenditure to project allocations
* Monitoring and chasing aged receivables, bank account liquidity check
* Supplier coordination
* Project budget reconciliation with external accountant
* Recording into the system all supplier payment, supplier invoice, received client payment, receipts, payroll, petty cash, issued cheque and other generated income
* Voucher and cheque preparation
* Client invoicing
* Archiving soft and hard copy of all transaction

IT:

* Email creation and set up of new joiner
* Mapping of shared drive
* Maintaining server back up
* Troubleshooting Events:
* Responsible in sending out of any event related invitations
* Ad hoc support on event (pre-event planning and on-site)
* Directors and business development support for tender pre-qualifications.
* Meeting new suppliers and coordination
* Receiving and sourcing of merchandise

**Urban Planning Architecture (UPA),** Document Controller (December 2010 to October2011)

* Timely and accurate archiving, registering and uploading updates of all submittals, correspondence, noncompliance, safety notices, site instructions
* Instantaneous forwarding of received submittals to the Resident Engineer for distribution and endorsement of inspection request for immediate action
* No time delay on distribution of submittals especially on collaborative works for engineers review and comments
* Reproduction and scanning of commented and approved submittals
* Monitoring the status and movement of submittals
* Follow and maintain work flow procedures
* Preparing correspondence, noncompliance report, safety notice and site instructions
* Proofreading for quality control on released and approved submittals

**HYPERCORP LLC,** *Human Resources Assistant (March 2009 to November 2010)*

* Payroll administration, separation, and cost allocations using Synergy’s HRB applications
* Time & Attendance system administration, monitoring, control using Synergy’s Interflex 6020 T&A system
* Human resources records custodian & management in the system which includes updating, leave management, maintaining and ensuring that the flow of documents and HR procedures are implemented
* Recruitment
* Day to day human resources management and administration
* Employee relation & services
* Administration of occupational health and Emirates ID application.

**IBM Business Services Incorporated**,*Human Resources & Administration Staff (March to**July 2008)*

* Process owner for voucher, cheque preparation & releases for newly hires, resigned, separation, and compensation & benefits
* Administer quit claim signing and notarization for separations
* Cheque monitoring and deposits for payroll & urgent cheque from compensation and benefits
* Sending of card cancellation notice to Amex
* Send-out of regularization letters to managers
* Releases company’s certificate of employment and clearance.
* Updating human resources file ( quit claim, voucher,2316, clearance, resignation letters, Amex cancellation, discard Amex card and IBM Club card, exit interview, and released certificate of employment)
* Daily reporting of released cheque to IBMP Treasury
* Monthly report to finance of summary vouchers

**Fujitsu Philippines Incorporated**,*Human Resources Staff (May 2007 February 2008)*

* HR files & records management
* Releases Philhealth certification and summary of contributions
* Mileage and medical reimbursements
* Releases company’s certificate of employment
* Prepares pre-employment kit and pre-employment requirements
* Contract management
* Pre on-boarding of newly hires
* Processing for dry seal between the company and employees bond

**PERSONAL INFORMATION:**

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| --- | --- | --- |
| VISA STATUS | : DMCC Free Zone | |
| Joining expectation | **:** | Immediate |
| DEGREE | : | Bachelor of Science in Business Administration major in |
|  |  | Management |