###

## Santosh

## Santosh.238108@2freemail.com

## Career Objective

Like to work as professional way and up to the satisfaction of the management. To provide all the management reports with perfection and on time. To have creative atmosphere with other staff

## Work Experience:

**1. Presently** Working **in** Petron Gulf LLC - Oman **From** 20 November 2010 to Till date

|  |  |  |  |
| --- | --- | --- | --- |
|  | Role |  | **HR Officer** |
|  | Work Description : | : | * To look after medical issues & site accidents emergencies of employees.
* In charge of staff accommodation & maintenance.
* Monitor daily staff attendance.
* Incharge of staff & workers leave management & Arrangements of Air Ticket & transport for the employees
* Conducts Induction / Orientation program for all newly joined employees, as per the Company standards & policy.
* Receive staff complaints, suggestions and queries and make sure they have been handled properly.
* Preparation of monthly Human Resources report.
* Performance Appraisals / Performance Management System
* Administration of Staff Cafeteria
* Maintains Personnel files and other information under strict confidentiality.
* Labour Camp & staff accommodation management
* Deal with complex disciplinary/grievance and HR issues with consultation with reporting manager
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**2.** Worked in Kuoni Travels Pvt Ltd ( SOTC ) - Mumbai From 25 December 2009 to 10 November 2010

|  |  |  |  |
| --- | --- | --- | --- |
|  | Role |  | **H.R. Executive** |
|  | Work Description : | : | * Maintaing Employees record in payroll.
* In charge of Statutory Compliances.
* Issuance of ESIC Cards.
* Cordination with accounts dept for Esic & PF Cheques.
* Follow ups with all branch office of Statutory Payments details for making monthly payment.
* Preparation of MIS report.
* Assisting in salary Processing.
* Maintaining & updating statutory records.
* Maintain & handling employee personnel files
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**3.** Worked **in** Jal **International Ltd .**  **Kingdom of Saudi Arabia From** 01 Dec 2007 to 09.Dec.2009

|  |  |  |  |
| --- | --- | --- | --- |
|  | Role |  | **H.R. CORDINATOR** |
|  | Work Description : | : | * Preparation of leave, Resignation Settlements
* updating & maintaining records of Passport & Visa
* In charge of Camp related issues
* Cordination With Accounts Dept for Emp payments
* Cordination with Pro regarding Exit entry & Final exit
* Air Ticket Booking & Issuance
* In charge for issue of Co ID, Medical cards.
* In charge for family visa , visit visa
* In charge of family addition in iqama
* Handling of Iqama renewal process
* Joining & mobilization of newly joined employee
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**4.** Worked **in** **Bu Haleeba Contracting LLC. Dubai** From 2nd Nov 2005 to 15th Nov 2007.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Role |  | **H.R. Assistant for Group of Companies** |
|  | Work Description : | : | * Preparation of leave, Resignation, gratuity Settlements
* Mediclaims of Staff & Labours
* Preparation of safety wears order
* Maintaining & updating leave Records
* Payroll entries & Updation
* Preparation of M.I.S Reports
* updating & maintaining records of Passport & Visa
* Assisting in Recruitment process
* Air Ticket Booking & Issuance
* Handling employee issues / grievances.
* Coordinate to arrange for visas & renewal (work VISA with the help of the PRO and non-work VISA to be done directly)
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**5.** Worked **in** **New Consolidated Construction Co. Ltd.**  Fort, Churchgate. From May 2004 to 30th Oct 2005

|  |  |  |  |
| --- | --- | --- | --- |
|  | Role |  | **H.R.Assistant** |
|  | Work Description : | : | * In charge of staff medical records.
* Preparation of M.I.S Reports
* Payroll entries & Updation
* Maintaining data bank in payroll package
* Co-ordination with the accounts department
* Preparation of monthly men count report
* In-charge of attendance records.
* Assisting in recruitment process.
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**6.** Worked **in** **Petroleum & Minerals Ltd** V.N.Road Churchgate From 5th Jun 2001 – April. 2004

|  |  |  |  |
| --- | --- | --- | --- |
|  | Role | : | **Junior H.R. Assistant** |
|  | Work Description : | : | * In charge of staff medical records.
* Maintaining leave records
* Preparation of M.I.S Reports
* Salary Distribution
* Co-ordination with the accounts department
* Preparation of monthly men count report
* maintaining records of uniforms & shoes issued
* Employee details maintaining in payroll
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**7.** Worked in **Hilden Fabrics**  From1ST May 2000 to 10 May 2001

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| --- | --- | --- | --- |
|  | Role | : |  **Hr & Admin Assistant**  |
|  | Work Description:  | : | * In charge of daily routine office activities.
* Maintaining leave, resignation & termination records
* Preparation of M.I.S Reports
* In charge of salary processing
* Salary Distribution
* Preparation of monthly men count report
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**8.** Worked in **Mirc Electronics** as Admin Assistant & Computer Operator

 From 5th Oct 1999 – March. 2000

## Educational Qualification

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| --- | --- | --- | --- | --- |
| **Degree** | **Year of Passing** | **Institute** | **University /****Board** | **%** |
|  |  |  |  |  |
| B.Com [A/c's] | April 1998 | Chetna College of Commerce | Mumbai | 40 |
| HSC | April 1995 | K.G.M College of Commerce | Mumbai | 58 |
| SSC | April 1993 | G. H. High School | Mumbai | 56 |

## Skills

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| --- | --- | --- |
| **Operating Systems****Packages** | **:****:** | Windows 2000 Professional, MS DOS.MS Word 2000, MS Excel 2000, Power Point,Tally 7.3 & F1 – Idea, Blue Chip payroll, Acc Pack Payroll |
| **Inter-personal** | **:** | Leadership, Organizational, People-management, Facilitation, Negotiation. |

**Course Attended:**

* Diploma in Computer operation from Zed Point
* Web designing course i.e HTML, Front Page, Asp ,Java Script
* Programming Language - Java2, Visual Basic 6.0, RDBMS - Oracle 8i from Boston Computers.

**SOFTWARE HANDLE**

* **Tally** **6.3**
* **Business Solution Software**
* **Money Ware ( Share Investment )**
* **Blue Chip Payroll System**
* **Accpac Payroll Package**

## Personal Details:

Date of Birth: 5th August 1977

Nationality: Indian

Marital Status: Married

Language Known: English ,Hindi, Marathi ,Gujarati , Tulu, Arabic

**Personal Attributes:**

Ability to adjust to any work atmosphere.

Excellent analytical and planning abilities.

Excellent aptitude for teamwork with an open mind for innovative ideas.