PERSONAL SUMMARY



**AREAS OF EXPERTISE**

Administration

Filing

Diary management

Delegating tasks

Forward planning

Space management

Facilities management

Employee Relations

Reports & Documentation

Meetings & Events Planning

Grievances

MIS

Employment Law

Orientation & On- Boarding

HR Policies

Seeking a responsible & challenging position in a growth oriented progressive organization where my experience & skills will significantly contribute to the overall success of the organization & provide opportunities for my career growth**,** Moves & relates effortlessly across all levels of **Project Administration, Service Delivery and Sales Management.**

WORK EXPERIENCE

**Golden City Printing Press, LLC - Sharjah-UAE**

**Administration Executive** January 2015 - Present

**Responsibility**

* Reviewing all day to day payroll administration from leave applications and leave the settlements, collecting and reviewing time sheets and acts as initial contact for payroll queries
* Recruitment of posting job ads, short listing candidates, coordinating interviews, tests, reviewing and issuing offer letters.
* Coordinate with recruitment agencies
* Coordinate with PRO for new Visas, Visa cancellation and renewal
* Maintain and update expires and renewals of employee visa, emirates ID, Labor card, passport and health card.
* Travel arrangements for employee’s arrival and departure
* Prepare & maintain the time sheet for the employees
* Ensuring that employee proceedings is in line with UAE regulations
* Preparation of monthly reports
* Maintaining records and compiled statistical report on personnel-related data, such as hires, transfers, performance appraisals and absenteeism rates
* Administering compensation and benefits, performance management systems and safety programs
* Identifying staff vacancies and recruiting, interviewing and selected applicants
* Facilitating the induction program for new hires
* Maintaining all company medical and life assurance policies
* Customer’s query resolution and front Office Management
* Preparing PO for HR Suppliers as and when required
* Ensuring that all internal and external training requests are organized in time
* Arranging employee training and updating the training records
* Managing and maintaining the performance appraisal system
* Managing the leased properties
* Managing the employee exit processes
* Implementing employee induction



**SPECIALTY AREAS**

Project Administration & Office Administration

Performance tuning

Sales Support, MIS coordination,

Operations Management -Back Office

Process Analysis & Improvement

Systems Development & Improvem

**PERSONAL SKILLS**

Team player

Goals orientated Tracking Budget

Expenses

Communication

Disciplining Employees

Motivating Promoting Process Reporting Skills

**PROFESSIONAL CERTIFICATION**

Microsoft Certified

Professional

SAP S&D Certified

Professional

MS Word, MS Excel and

Power point

Juniper Networks Certified Internet Associates

* Internal training in HR procedure and system
* Conducting exit interviews to identify reasons for employee termination.
* Investigating and reporting on industrial accidents for insurance carriers
* All other administrative works

**HEJJIS Academy – Tamil Nadu Area**

**Recruitment & Training Manager** Feb 2011 - Jan 2015

**Responsibility**

* Designs, develops and maintain the recruitment process in the organization
* Design the selection matrix for choosing the optimum recruitment channel and sources
* Explore the market best practices in the recruitment and staffing and implement appropriate best practices in the organization
* Build a quality relationship between the internal customers and external recruitment agencies, monitors and constantly reduce the costs of the recruitment process
* Sets Social media communication strategy for different job profiles and functions of the organization
* Conducts job interviews for the managerial job positions (or key jobs in the organization), monitors the labor legislation and implements required changes to keep the process complaint
* Acts as a single point of contact for managers regarding recruitment topics
* Design Training, recruitment for HR Recruiters, line managers and Supervise staff
* Attending meetings, conferences and other appointments
* Reviewing, develop and implement policies and guidelines
* Developing job descriptions and employee specifications
* Designing or review application forms and other HR documents
* Approving prospective short lists and new hires, performing job assessment and reviews, conducting redundancy exercises
* Learning about new regulations and legislation’s, responsible for creating and implementing training programs and overseeing the development of careers
* Sets performance metrics, evaluates productivity, and helps workers create long-term career plans within an organization
* Develop, implement, and monitor training programs within an organization
* Conducting orientation sessions, create brochures and training materials
* Developing multimedia visual aids and presentations
* Creating, testing and evaluation processes, prepare and implement training budget, evaluate the needs of company and plan training programs accordingly
* Conducting performance evaluations; provide companies with classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops



**PERSONAL DETAILS**

**Kannapiran**

UAE

DOB: 01/06/1975

Nationality: Indian

* Maintain administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment, developing personal growth opportunities
* Accomplish staff results of communicating job expectations; planning, monitoring, and appraising job results; coaching, counselling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures
* Identifying needs for reception, Mail room, establishing policies, procedures, and work schedules

**Reliance Life Insurance Company Ltd – Sivakasi**

**Territory Manager** Sep 2009 - Jan 2011

**HDFC Standard Life Insurance – Pattukottai**

**Asst. Branch Manager** Jul 2008 - Sep 2009

**Bharti Airtel Limited – Salem & Trichy**

**Senior Lead Officer** Sep 2004 - Jul 2008

**Dishnet DSL Ltd – Chennai**

**Field Engineer** May 1999 - Sep 2004

**ACADEMIC QUALIFICATION MBA HR**

**Madurai Kamaraj University 1997- 1999**

**BSc (Physics)**

**Madurai Kamaraj University 1994 - 1997**

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**Gulfjobseeker.com CV No: 1461342**