

## Personal Profile

*Seeking a challenging position in HR Administration where I can use my employee relations skills, ability to communicate ideas, commitment to perform quality work and relevant experience to achieve the goals of Employer as well as the employee.*

Key Features

1. Excellent understanding of all kinds of HR related activities.
2. Highly motivating and enterprising with strong HR skills.
3. Commended by employers and colleagues for my sincerity and quest to excel in my professional career.
4. Dedicated, Self Motivated, Hard working, Sincere, Good team player, confidential on HR related matters, good positive attitude.
5. Willing to explore the ideas of Management and staff for success of the company by achieving its business goals.

**Work Experience**

1. December 2006 – Present Ascot/ Royal Ascot Hotel, Bur Dubai, Dubai, U.A.E

**Personnel Manager**

1. Coordinate with all department managers to identify all staffing requirements, understand the skills required, prepare job descriptions, identify the best possible sources from overseas/local market, e\_recruitment channels, interview applicants, select the best candidate, negotiate and fit them in the organization. Allocate appropriate job levels and grades to positions in line with Senior Management approval

2. Arranging employment contracts for new recruits, supervising visa procedures, conduct orientation of the new joiners, arrange show around for them in the Hotel; assist them guiding in the entire on boarding process, getting their accommodation arranged ensuring proper linen, furniture, other amenities etc are adequately provided.

3. Overviewing the general administrative works of the subordinates like maintaining team members’ personal files, occupational Health cards for F & B staff, staff leave records, staff locker room records, staff passport control, staff & artist air ticketing, artist entertainment permits, staff and artists residence visa processes & all other routine activities

4. Attendance management, administer monthly salary, preparing employee vacation & final settlements

5. Establish and sustain productive relationship with external vendors and service providers such as staff medical insurers, staff transporters, air ticket travel agencies

6. Conducting various welfare activities like organizing staff birthdays, employee of the month award function, staff outings, staff parties, encouraging staff to participate in sports activities and compete in Inter Hotel Competitions.

7. Responsible for the development, design and implementation of all HR Policies and Procedures for the organisation

8. Handling and resolving staff grievances, amicably settling disputes, maintaining disciplined & harmonious work environment. Initiating appropriate disciplinary action against the regular defaulters by giving verbal or written reprimands, correcting and counselling, convincing to make amends in behaviour

9. Maintaining associate quarters in hygienic, orderly and disciplined manner, well equipped with all amenities and ensuring recreational and medical areas provided. Organize monthly inspections of the staff accommodation to ensure safety & cleanliness is maintained.

10. Design develop and implement professional Performance Management System to measure individual performance and facilitate identification of training and development needs to establish a performance driven culture within the group.
11. Preparation of HR department budget, plan and monitor financial performance versus the budget to focus on anticipated costs/revenues.

2. Dec 2004 – Dec 2006 Cave Garments Co. (Kooheji Group of Companies), Bahrain

**Accounts cum HR Administrative Assistant**

Arranging pickup of new staff from the Airport and drop them to the staff accommodation, co-ordinating with the accommodation caretaker ensuring the new staff has been provided with all the amenities in the room as per the company maintained standards

Welcoming the new staff in the company and introducing him to all workmates, seniors, advising his duty schedule, job description, giving him knowledge about the company rules and regulations

Arranging new visa medical checkups follow up treatments etc. for employees & follow up for their labour cards.

Staff attendance management, calculation of overtime, recording sick leaves, absenteeism & preparing salary for 350 employees and accordingly disbursing the salary to the staff on the pay day

Preparing staff vacation settlements, arranging their travels tickets; preparing final settlements for staff leaving the Company by calculating their indemnity dues & other service benefits

Maintaining a detailed cash flow sheet for tracking all cash expenses done on daily basis with regards to office petty purchases

Carrying out all the accounting requirements such as following up payments from clients, making payments to suppliers, updating all accounting books, ledger postings, bank reconciliations, Auditing , and finalisation of Company Accounts manually as well as on Tally.

3. Dec 1999 to Dec 2004 Tressorie Exports, Andheri, Mumbai, India

**Accountant**

Posting all Journal entries in the Accounting System, Ledger checking, supervising proper filing of Sales, Purchase Invoices, Petty Cash Vouchers & Maintaining staff attendance records

Reconciling of ledgers with those of the suppliers, preparing payment cheques for creditors as per the ageing, follow up of payments from the Clients, preparing staff salaries, handling day to day petty cash expenses, controlling day to day cash flow, reconciling of bank statements

Scrutinising of all ledgers, finalising the accounts & preparing balance sheet

Filing of Sales Tax returns for the Company & Income Tax returns for the Company as well as the owners, maintaining the owner’s personal accounts

4. Nov 1998 to Dec 1999 Veeraghavan & Co (C.A), Fort, Mumbai, India

**Audit Assistant**

Worked in the cash management department in ANZ Grindlays Bank, Mumbai

Handling day to day audit work of the cash management department of Grindlays bank, reconciling the corporate customer’s accounts, tracking reversal entries of dishonoured cheques, settling customer issues by explaining them verbally or by written correspondence

5. Jan 1996 to June 1998 – Watco Technics Pvt Ltd, Reay Road, Mumbai, India

 **Accounts Clerk**

Maintaining sales, purchase and expenses register, proper filing of all sales and purchase Invoices and expenses bills

Visiting bank for depositing cheques, collection of bank statements, withdrawing cash for salaries, petty cash expenses etc, handling petty cash, maintaining cash book

Visiting outstation project sites of the company in another state (Gujarat) to meet the staff, inquire about them, to know their requirements, to check the company cash float handled by them, pay their salaries, meet the staff accommodation owners for paying rent and discussing issues related to maintenance requirement in the accommodation.

6. July 1994 to Aug 1995 – Gurukripa Industries, Ghatkopar, Mumbai, India

**Administrative Assistant**

Looking after day to day requirements of the office, handling excise work, written correspondence to customers, suppliers, maintaining files, petty cash handling, salary payment to staff

## Academic Qualification

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* Bachelor of Commerce Degree from Mumbai University in the year 1991-1992 with second class
* Higher Secondary Certificate from Mumbai University in the year 1989-90 by 51%
* S.S.C from Mumbai Board in 1987-88 with 66% marks.

**Computer Skills**

Excellent Knowledge in MS office

Completed CHRP (Certified Human Resource Professional) course from Blue Ocean Academy in Dubai

**Additional Skills**

Trained and certified by Vigilant Safety Services as a First Aider for basic life support, AED & first aid.

**U.A.E Driving License**

Training under process

## Personal Information

Date of birth : 04th June1969,

Nationality : Indian
Languages know : English, Hindi, Marathi, and Konkani.

Marital Status : Married

Hobbies : Listening Music, Reading

**References** : *Available on request.*