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**ACCOMPLISHED HR / ADMINISTRATION PROFESSIONAL: Offering rich experience in leading organisations with exposure to the entire gamut of HR, Administrative and Front Office Operations**

Targeting assignments in **HR Operations / Administration / Secretarial Operations** with an organization of repute

*Location Preference: Dubai*

**PROFILE SUMMARY**

**HR Policy Implementation Talent Acquisition Joining, Induction, On-boarding**

**Leave & Attendance Tracking Performance Appraisal Coordination Training (Internal & External)**

**Employee Engagement General Administration Liaison & Coordination**

* **Experience in managing end-to-end HR Operations** including sourcing & recruitment, on-boarding & induction, leave & attendance, HRIS, benefits administration, payroll matters, liaison with Government Department for visa issuance & obtaining permission for Exit / Entry and compliance matters
* Skilled in **coordinating Recruitment Function** with exposure to the process of screening candidates, scheduling of interviews, generation of offer letter till stage of induction of new hires
* Proficient in **managing administrative operations** with focus on cost control and highest level of customer satisfaction
* Exposure in **creating employee-friendly and productive work environments** **through employee engagement activities** such as Fun Day, Birthday Celebrations and so on
* Previous experience in **providing secretarial assistance to Directors** including routine office correspondence, organizing / coordinating meetings & events and other administrative activities
* **Culturally sensitive & adaptive**, coupled with strong decision making, analytical, communication and interpersonal skills

**WORK EXPERIENCE**

**Since May’04: Thermo LLC, Dubai**

**Joined as Front Office Receptionist; promoted as HR Coordinator in Apr’08**

**Role:**

* Managing end-to-end HR Operations including Recruitment, Attendance, Transfers and Exit activities
* Supporting HR Managers for achievement of recruitment targets by advertising vacancies, screening and short listing resumes; executing all pre-joining formalities such as preparation of offer kits for shortlisted candidates, background verification check of candidates and coordination with agencies for verification
* Managing all joining and on-boarding formalities of all new joiners; allocating staff to projects in co-ordination with Asst. HRM (Staff) as directed by HR Manager; opening Bank account for new employees
* Organising employee orientation/inductions to inform new employees about organizational structure, culture, standards, policies and procedures; implementing all HR policies related with culture diversity
* Allocating employees among projects as directed by the HR & Admin. Managers
* Administering half-yearly and yearly performance appraisal process across; ensuring transparency and 100% completion of appraisals; administering matters related with salary & revisions
* Managing payroll related activities such as collection of LTA, Personal Loan Form, Medical Reimbursement, Medi-claim Forms, Vehicle Reimbursement Forms, so on; updating relevant payroll entries in HRIS System
* Resolving employees grievances in a prompt and effective manner; maintaining effective relations with staff across all hierarchies through continuous engagement initiatives such as role enrichments, feedback sessions
* Maintaining all official correspondence & records such as daily attendance monthly headcount, employment offers/ contracts, salary & attendance data, data on transfer & confirmation, personal loan letters/salary-experience certificate, promotion letters, so on; preparing transfer memos of staff allocated to projects
* Keeping track of terminated/resigned employees and coordinating with Coordination Officer  (Visa) for cancellation of visa; providing assistance to PRO for visa & medical related documentation
* Monitoring outsourced services such as Technical, Housekeeping, Pantry, Transportation and Courier; administering travel and accommodation for employees and guests at various hotels; reconciled telephone bills and forwarded the statement to the Finance Department; managing procurement of consumables, stationary and office equipment
* Building strong hospitality for customers; attending complaints, service issues & general questions
* Maintaining all official correspondence & records as required, for effective management of Human Resources.
* Tracking MRs received from projects/departments; distributing business cards among staff

**Highlights:**

* Contributed extensively to:
* Development and updation of Job description as per set job specifications
* Creation of new induction & on-boarding methods such as per company procedures
* Successfully coordinated various face-to-face induction/orientation/training programs for new hires
* Played a pivotal role in ensuring sign off of new hires contracts in compliance with organisational policy
* Excellent track record of reducing attrition through implementation of employee retention initiatives
* Elevated employee morale and increased confidence through communication forums, employee opinion surveys resulting in actionable plans, newsletters, open communication and honesty during times of retrenchment
* Provided support to the organisation for organising various external/internal trainings staff and laborers
* Received several appreciations from the organisation for excellent performance

**PREVIOUS WORK EXPERIENCE**

**Sep’00 – Nov’03: AM Overseas, Mumbai as Office Manager / Administrator**

**Dec’99 – Sep’00: UniExcel/KrebsogeExcel, Mumbai as Office Executive**

**Mar’95 – Nov’99: Overseas Employment Bureau, Mumbai as Administrator**

**EDUCATION**

* Higher Secondary Education from Nasik Institute, India
* SSLC from St .Michael’s Convent Karwar, India

**TRAINING ATTENDED**

* **Human Resource Management -Dubai**
* **Excel for HR Professionals -Dubai**
* **Secretarial Course - Dubai**

**IT SKILLS**

* Proficient in MS Office (Word, Excel, PowerPoint) and Internet Applications

**PERSONAL DETAILS**

Marital Status: Single

Visa Status: Employment Visa

Languages Known: English, Hindi and Marathi