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**Experienced HR Personnel with 2 and Half years**

I am a seasoned professional with over 2 and Half years of expertise in Human Resource in a leading electromechanical company of Ras al khaimah. My strengths include problem identification/solving skills, creativity, initiative and interpersonal communication. I pride myself on my skill, objective-driven logical thinking & ability in delivering high level performance ensuring superior results.

**Career Summary**

**Designation : HR Personnel**

Organisation : Al Pheniq Trading & Repairing & Fixing Safety Equipments LLC

A UAE based leading Electromechanical and Fire Fighting Company – RAK

Period : May 2013 to till date

**Job Responsibilities:**

* Working closely with all departments, increasingly consultancy role, assisting line managers for implementing/developing policies and procedures.
* Preparing job descriptions and offer letters for new employees, new employee orientation and ensuring their location of job areas and accommodation.
* Handling recruitments from down to high higher level management employees and supplying manpower needs of the various departments.
* Arranging and knowing manpower requirements and making arrangements for third party labours to distribute to site and to the accommodation.
* Making supply manpower agreements, searching in markets for best supply and negotiating on recruitment of employees and third party manpower.
* Handling complaints of employees on various issues such as salaries, accommodation, disputes etc and problem solving in a downtime.
* Manpower reports to GM on daily basis and absent tracking which includes taking disciplinary action for absenteeism.
* Handling site accidents and general follow ups with insurance and ensuring all employees are listed for workers compensation.
* Preparing and approving payroll for employees and co-operating with accounts department to carry out on finalizing salaries and overtime. Handling salary increments & negotiation with new & existing employees.
* Handling employees’ performance management and keeping a regular record and reward system.
* Preparing and keeping confidential employees record both in employees HR files and soft records.
* Handling induction and training for new recruits.
* Drafting letters and memos independently and letters for employees’ disciplinary action.
* Preparing employment contracts and handling vacations and settlement of employees and end benefits liaising with UAE labors laws.
* Arranging and leading meetings for manpower, recruitments and other various needs/issues in co-operation with line managers and with General Manager.
* Conducting exit interviews, and retaining employees.

**Immigration Typing: (Arabic)**

* Making new work permits and labour card typing, and Entry permits with moifawri.
* Typing medical and health card and arranging employees medical test for visa processing.
* Eqama typing through emol, online cancellations labor and residence using various selective service through tasheel mol website.

**Designation : Accountant**

Organisation : New India Leather Corporation –India

Period : February 2011 to February 2013

**Job Responsibilities:**

* Prepares, examines and analyzes accounting records and financial statements to assess accuracy, completeness and conformance to reporting and procedural standards
* Analyzes business operations to project future revenues and expenses
* Develops, maintains and analyzes budgets
* Analyzes accounts and reconciles supporting schedules
* Develops and documents recordkeeping and accounting systems like Tally ERP 9 and Comrade ERP software
* Reviews, investigates and corrects errors and inconsistencies in financial entries, documents and reports
* Full Cycle Bookkeeping
* Handle all payroll information and prepare for it.
* Assist in completing end of year accounting activities.
* Monthly financial reports for management
* Petty cash management & Filing
* Maintain listing of accounts payables & cheque preparation & issuance.
* Maintain the general ledger & Perform miscellaneous job-related duties as assigned

**Designation : Customer Service Representative**

Organisation : Allsec Technologies Ltd., India

A MNC IT company based India

Period : January 2010 to January 2011

**Job Responsibilities:**

**Worked with top brand Idea & Docomo**

* Interact with customers to provide information in response to inquiries, complaints, and credit requests about products and services. Resolve complaints and ensure customer loyalty.
* To provide customer satisfaction on every call / e-mail.
* To ensure closure of the ticket / e-mail within the prescribed TAT
* To provide speedy resolution
* To resolves product or service problems by clarifying the customer's complaint

**Software Packages:**

* HR Payroll (ERP Comrade)
* Microsoft Office 2007
* Tally ERP 9

**Languages:**

Excellent spoken English, Hindi, Tamil, Malayalam & Urdu

Intermediate in Arabic, (Read, Write & Speak)

**Educational Qualification:**

Having Masters Degree with First Class in Master of Business Administration in Human Resource (MBA-HR) from Indira Gandhi National Open University - New Delhi.

Bachelor of Commerce with First Class from Thiruvalluvar University -

Certified in Personal Computer Professional (PCP) course.

**Personal Details:**

Date of birth : 16/11/1989 age 26

Marital status : Single

Country : India