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| A multi-faceted professional, targeting senior-level assignment in **HR Executive cum Administration Assistant** with an organisation of repute, preferably in Dubai / India |
| knowledge24x24iconsProfile Summary |
| * An NCFM certified professional with **over 8 years** of experience in **HR Executive cum Administration Assistant**
* Expertise in determining company's mission and strategic direction as conveyed through policies & corporate objectives
* Skilled at regulating day-to-day activities in co-ordination with internal / external departments for ensuring smooth business operations
* Proficient in managing back-office operations and setting process with key focus on top line profitability
* Possess sound knowledge of Tally ERP 9 and MS Office
* Ensured smooth operations at all times and maintained proper decorum & discipline by implementing & modifying the procedures
* Experience in directing administrative activities in coordination with the various departments
* An effective communicator with excellent relationship building & interpersonal skills
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| Career Timeline | core24x24iconsArea of Excellence |
| **Jun’11-Nov’15****Oct’10-Jun’11****Aug’07-Oct’10****Arabian lubricants (U) ltd/Middle East Fuel Distribution Kenya Ltd., as HR Executive cum Admin.Assistant****Arabian Lubricants Co., LLC, UAE as HR Executive cum Administrative Assistant****Geojit BNP Paribas, Kochi as Branch Manager**  |

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| **Human Resource Management**  |
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| **General Administration** |
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| **Documentation** |
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| **Liaison & Coordination** |
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| **Client Relationship Management** |
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| **Back office & Reporting** |
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| **Business Development** |
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| **Statutory Compliance** |
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| **Share Broking Operations** |
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| exp24x24iconsWork Experience |
| **Jun’2015 – Nov’2015 with Middle East Holding Kenya Ltd., Nairobi, Kenya****As HR Executive cum Administration Assistant****Oct’2011 – Jun’2015 with Arabian Lubricants Uganda Ltd,Kampla,Uganda****As HR Executive cum Administration Assistant**Recruited to help open new company branch in Uganda, guiding the startup and management of a full spectrum of HR operations, systems and programs. Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs. Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs; administer HR budget; and handle HR generalist workplace issues**Key Result Areas As HR Executive:-*** • Played a key role in ensuring the successful launch of Uganda office. Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation.
* • Fostered a teamwork environment conducive to positive dialogue across the organization. Personal efforts were cited as the driving force behind branch's employee-retention rate of 89% within an industry where high turnover is the norm.
* • Negotiated approximately 25 salary offers and dozens of sign-on bonuses annually at both the exempt and nonexempt level.
* • Brought workers' compensation program into full compliance. Instituted preferred providers list and trained managers and associates on procedures to follow in case of injury.
* • Reduced benefits costs by 15% annually through meticulous recordkeeping and ensuring that company did not pay for benefits for which employees were ineligible.
* • Introduced company's first formal performance review program, creating a flexible and well-received tool that was later adopted company-wide.
* • Devised creative and cost-effective incentive and morale-boosting programs (including special events and a tiered awards structure) that increased employee satisfaction and productivity.

**Key Result Areas As Admin. Assistant :-**• Liaised with different departments of Government such as Revenue Department, Tax Department, Customs Department, Minister of Trade &Licensing and City Council• Maintain a professional and smart appearance and manner in the office and at work. • Manage office supplies such as stationary needs, business cards and follow up on office equipment repair Plan, coordinate and complete all daily office duties **• Calendar Management:** Schedule and coordinate internal/external meetings and conference calls **• Travel Management:** Manage all domestic and international travel arrangements Planning itineraries, obtaining visas, vaccinations if required, booking and managing car services as well as assisting with international meetings and conference calls **• Expense Management:** Prepare/submit/manage expense reports and coordinate reconciliation for expenses incurred • Assist with preparing documents, including presentations and updating contact and networking lists • Coordinate activities and logistics with clients/outside vendors including company/team meetings, events, catering, car service orders, etc.; process invoices for payment • Manage and track time off for team members which includes leave application forms, approvals etc. • Support interviewing teams on recruitment initiatives/interviews as needed. • Work directly with and provide backup coverage for other administrative support personnel as needed • Complete and manage projects/duties as assigned.  |
| • Performed activities such as:* Preparing letters, memos, quotations and forms contracts and other types of documents correspondence for the officials as requested
* Managing system both manually and electronically
* Providing information about the administration to the manager

**Oct’2010 – Aug’2011 with Middle East Fuel Distribution Co.LLC., , UAE** **as HR Trainee** |
| **Key Result Areas As HR Trainee:-**  |
| * • Meeting with departmental representatives to discuss HR issues
* • Referring issues to senior HR staff
* • Assisting departments with their recruitment needs through liaison with agencies/ advertisers
* • Coordinating prospective candidates, interviewing them and administering offers
* • Conducting inductions of new staff
* • Participating in the collection of market salary information for the annual review
* • Inputting into the monthly payroll
* • Assisting with the production and [implementation of HR policies and procedures](http://www.totaljobs.com/careers-advice/job-profile/HR-jobs/hr-director-job-description)
* • Responding to other ad-hoc queries from other personnel in the company
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| Description: exp24x24iconsPrevious Experience**Aug’07 – Oct’10 with Geojit BNP Paribas, as Branch Manager*** Conducted review meetings, solved Employee Grievances, managed petty cash reconciliation, regulated stamp paper reconciliation, and so on
* Performed risk analysis of client’s trade, analyzed movement of the scrip, and provided advice on client’s investment needs
* Directed sales and followed-up of all products and performance appraisal

**Highlight:** * Single-handedly established new branch in Kolkata region

http://www.brandsoftheworld.com/sites/default/files/styles/logo-thumbnail/public/0000/5749/brand.gif?itok=E-8dFy9y HR SKILLS  Education* **MBA** (Finance & Marketing) from Bharathiar University, Tamil Nadu in 2007
* **BBM** (Finance & Marketing) from Mohanlal Shukhadia University, Rajasthan in 2005
* 12th from Kendriya Vidhyalaya, Udaipur, Rajasthan in 2001
* 10th from Kendriya Vidhyalaya, Udaipur, Rajasthan in 2000

IT Skills* **Accounting Software:** Tally ERP-9
* **Office Suite:** MS Office

Certifications* NCFM (NSE Certification in Financial Markets) in Capital Market Dealer’s Module
* NCFM (NSE Certification in Financial Markets) in Derivatives Module
* NCFM (NSE Certification in Financial Markets) in NSDL Depository Operations Module

Soft SkillsPersonal Details* **Date of Birth:**25th January 1985
* **Languages Known:**English, Hindi, and Malayalam
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