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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 | | |
| 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** | |  | | --- | | **Human Resource Management** | |  |  |  | | --- | | **General Administration** | |  | | **Documentation** | |  | | **Liaison & Coordination** | |  | | **Client Relationship Management** | |  | | **Back office & Reporting** | |  | | **Business Development** | |  | | **Statutory Compliance** | |  | | **Share Broking Operations** | |  | |  | |  | | |
| 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 | | |
| 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 Skills    Personal Details   * **Date of Birth:**25th January 1985 * **Languages Known:**English, Hindi, and Malayalam | |  |
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