|  |
| --- |
| New_logo.gif  Whats app Mobile:+971504753686  Gulfjobseeker.com CV No:1566756  E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com) |

**Career Objective**

Fresh MBA graduate obtaining an entry-level position in HR with a prestigious company where my interpersonal skills can be best utilized. Also to be a part of a challenging team which strives for the better growth of the organization, which helps explore my potential and provides me with the opportunity to enhance my skills with an intention to be an asset to the company. Over 4 years of experience in the accounts field, accustomed to working in a multicultural, busy & demanding environment. Hardworking and eager to learn more, excellent communication and interpersonal skills, highly organized, able to adapt to changes in limited time, work under pressure to meet the deadlines.

**Education Qualification:**

|  |  |  |
| --- | --- | --- |
| YEAR | COURSE | University/ School |
| 2013-2015 | MBA in Fin & HR | Mahatma Gandhi University, |
| 2009-2012 | Bachelors in Commerce | Mahatma Gandhi University, |
| 2009 | Commerce (High School) | Abu Dhabi Indian School, |
| 2010 | Diploma in Office Automation Certified | Areef Computer Institute, |

**Projects:**

Successfully completed two MBA final year projects:

* Project # 1

Title: Organization Study

Organization: Al Jaliya Group, Abu Dhabi, UAE

* Project # 2

Title: Financial Statement of the Organization

Organization: Al Jaliya Group, Abu Dhabi, UAE

**Experience:**

* **La Miracle Property Consultants & Developers, HR Assistant (Mumbai, India)**

**(May-2015 to Feb 2016)**

* Responsible for Recruitment and Selection of qualified and competent staff
* Assist the HR Manager in the selection process of consultants.
* Responsible for implementing all HR related policies namely Staffing, Training & development, HR rules and regulations which includes Leave etc.
* Responsible for organizing, coordinating and conducting Training & Development programs for staff.
* Responsible to ensure that Targets/Key Result Areas and Personal Development Targets are set for all positions and performance appraisals are done periodically.
* Responsible for revising job descriptions periodically.
* Responsible for all HR related documentation and letters, files.
* Responsible for Payroll updates and co-ordination with Finance department.
* Responsible for maintaining all the necessary HR processes and documentation.
* **H.H Sheikh Mansour Bin Zayed Al Nahyan Engineering Office, HR Coordinator, Facilities Dept**

**(February-2014 to March 2015)**

* Involved in the recruiting process.
* Understanding the department requirements and deciding the recruitment strategy.
* Sourcing CV’s from various channels, job portals.
* Conducting HR interviews for checking the candidate’s suitability for the requirement.
* Assist the accounts department in the payroll process.
* Conducting induction for the new candidates.
* Organizing and filing the documents in a chronological order and maintaining the record of every file.
* **Saif Bin Darwish Civil Engineering Contractors, Payroll Accountant, Finance Dept**

**(July-2011 to January 2014)**

* Carrying out payroll related work for 3000-4000 employees.
* Entering AP invoices received from each project site. (Oracle HRMS)
* Preparing leave/final settlements according to **UAE labor law** minimum of 6 to 7 per day (Oracle HRMS).
* Preparing bank letters (**UNB & Mashreq Bank**) for the processing of the leave/final settlements (Oracle HRMS).
* Preparing loans and advances for employees (Oracle HRMS).
* Opening the bank account for newly joined employees.
* Checking petty cash vouchers received from sites.
* Perform other related duties as required and given by the seniors.
* Organizing & filling the payroll documents in a chronological order and maintaining the record of every file.

**Interpersonal Skills:**

* Proficient in MS Office
* Work experience in Oracle HRMS for over 2 years
* Excellent written and verbal communication skills
* Able to deal with highly confidential matters professionally & discreetly
* Professional strengths include planning & scheduling, Customer Care and great problem solving skills.

**Personal Profile:**

Date of Birth : 28th June 1991

Marital Status : Single

Languages Known : English, Hindi, & Basic Arabic.