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|  | Subject : Applying for the post of HR Executive |
|  | **Date of Birth : 04/03/1981 Marital Status : Married** |
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Dear Sir,

Please accept this letter and accompanying resume as my expressed interest in employment in world renowned and cherished organization.

I am **BBA Graduate**, in Business Administration and **MBA postgraduate specialized in HR**.

I am grateful, if an opportunity is given to me to prove myself in enhancing the growth of your organization with my sincere dedication.

My resume is enclosed herewith for your perusal and favorable consideration.

Thanking you,

Yours sincerely,

Attachments

* **Resume Enclosed**

**Academic Credentials:**

* Year 2011 to 2013  (**MBA) (Human Resource Management)** from Annamalai university -**1ST Class**
* Year 2007 to 2010 **(BBA)** Bachelor of Business Administration from TNOU University – **2ND Class**
* **Year 1998 to 2000** Islamic Industrial Training Centre with National Trade Certificate -**1ST Class**
* **Year 1996 S.S.L.C – Board of Exam Pass**

# Employment History

**Total Experience – 13 Years**

(Feb2013 to Nov 2015 with Generic HVAC-Tech System Pvt,Ltd (Blue Star Authorized Dealer-Bangalore)

*(2 Years/9 month Experience from India as* ***(HR Executive & Recruitments)***

**Responsibilities:**

* Recruitment and selection process by coordinating between G.M. and Boss for new appointments which consists of arranging interviews, follow up for the **appointment /offer letters** for the selected candidates.
* Providing all the necessary information to the candidates in connection to the terms and conditions of the pay scale, **Company policy** pertaining to all other allowances and benefits.
* Introduction and induction of the newly joined employees.
* Initiating disciplinary actions against the employees for their misbehavior.
* Arranging for their **Labor, Card, Labor Contract, Insurance** and renewing the same on their due dates.
* Conducting and arranging **internal interviews & promotions**. Processing the **internal promotions, increments** & other H.R. related activities in coordination with Boss and G.M.
* Conducting sports, get-togethers, safety programs and other welfare activities for the overall employees.
* Supervising the activities performed by the Transport In charge for the logistics of transportation being provided to Company’s employees by making optimum utilization of the available vehicles.
* Abiding with the rules and regulations as per the norms laid down by Govt. authorities.
* Preparing Letters of Delegation of Authority for approval of any official expenditure and forwarding the same to the concerned departments along with Finance Department and Purchase Dept.
* Supervising the activities of Travel Coordinator for **booking Air Tickets** for Boss arriving from different nations and proceeding on time.

**With Recruitment Activities:**

* Recruitment and selection process by coordinating between G.M. and Boss for new appointments which consists of arranging interviews,
* Analyze the requirement for **Notice period and package**.
* Sourcing the profiles at **Internal, External, Job posting, Social networking sites and New papers.**
* Screening the Profiles **Technical and Matching with requirements**
* Scheduling the interviews **First level, Face to face and Telephonic interviews**
* Selected candidates getting approval from the management
* Release the offer letter for the selected candidates and follow up candidates**. On boarding activities:** Welcome kit, **Bank A/c, Company Id, Policy, Rules and regulation ,PF and ESI .**
* Introduction and induction of the newly joined employees.
* Providing Appointment letter for selected candidates and Increment, Promotion letters.
* Maintaining the records for the same of all the employees of the Company.
* Follow up for Employment arranging for the necessary transportation and stay/accommodation for the newly recruited employees as per their grades.
* Maintaining the Service Files of all the Employees along with their leave records, annual vacation, and processing the leave salary.

(Jan 2010 to Dec 2012 with ARJ Engineering LLC – (**2 year Experience from Dubai as HR Assistance)**

**Job Responsibility : -**

* Follow up for Employment Visa, Visit Visa, arranging for the necessary transportation and stay/accommodation for the newly recruited employees as per their grades.
* Arranging for their Medical Test, Health Card, Labor, Card, Labor Contract, Insurance and renewing the same on their due dates.
* Renewal of Staff Accommodation yearly contracts and supervising the activities of Camp Boss for the basic requirements in the Labor Accommodation.
* Maintaining the Service Files of all the Employees along with their leave records, annual vacation, and processing the leave salary and air tickets.
* Custodian for the Passports and maintaining the records for the same of all the employees of the Company.
* Maintaining administrative records, general correspondence, preparing monthly Time Sheets and Over Time of all the employees at different levels.
* Conducting and arranging internal interviews for promotions. Processing the internal promotions, increments & other H.R. related activities in coordination with HR Manager and G.M.
* Abiding with the rules and regulations as per the norms laid down by Govt. authorities.
* Renewal of Staff Accommodation yearly contracts and supervising the activities of Camp Boss for the basic requirements in the Labor Camp.
* Supervising the activities of Travel Coordinator for booking Air Tickets for employees arriving from different nations and proceeding on annual

(Mar 2007 to Jan 2010 with ARJ Engineering LLC -Dubai working as **Purchaser**

**Accountabilities: (3 years Experience)**

* Preparing purchase order and Contract Agreement for Sub Contract Works.
* Preparing LOI & Annexure along with preparing post dated cheque PDC & Letter of Credit LC.
* Handling material requisitions and negotiating with different suppliers for General terms & conditions, quality assurance & supply control.
* Working for HVAC, Electrical,& Plumbing, Fire Fighting, Stationeries.
* Ensuring Suppliers to meet service, cost, delivery and quality specifications & expectations.
* Handling material delivery from the supplier to the site.
* Coordinating with planning & Project Managers for technical verification of items & associated documentation.
* Coordinating with Projects, Accounts and Stores and handling Inventory for Central Stores (in MS Excel).
* Preparing reports in Daily/Weekly/ & Monthly basis for PO Master & GRV Master (in GP)
* Handling material delivery from the supplier to the factory along with preparing purchase order.
* Providing delivery conformation from the supplier’s and updating stock from the store on daily basis.

**March 2001 – Dec 2006 with Mohammed Bin Salaam (Contracting) company from Saudi Arabia.**

**A/C Mechanic – (5 years Experience)**

* Troubleshooting Maintenances, and repair heating ventilation system
* Responsible in conducting maintenance check and repairs for air conditioning units.
* The following duties are listed both as trade specific and share responsibilities etc.
* Maintain group of team work.
* Replace units and servicing a/c.
* Responsible for coordinating manpower allocation for site works.
* Preparing Site Progress Reports
* Monitoring of progress to ensure timely completion of project

Technical Skill

* **Professional Software (ERP**):  **SAP** and Microsoft Dynamics GP 10.0
* **Application Software:**MS Office
* **Operating Systems:**   Windows 2003, Windows 2007