**RESUME**

**First Name of Application CV No 1641120**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVE**

Intend to build career with leading corporate of hi-tech environment with committed and dedicated people which help me to explore myself fully and realize my potential. Willing to work as a key player in creative and challenging environment.

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| Summary: |
| * Posses around **18 years** GCC professional exposure in the area of **HR and Admin** functions and looking forward to pursue the same with larger scope to enrich my work profile.
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**PROFESSIONAL SKILL’S**

* Human Resources
* Recruitment
* Employee Benefits
* HR Policies
* Job Evaluations
* HR Consulting
* Organizational Management
* Team Building

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| **EDUCATIONAL QUALIFICATION** |
| **Qualification** | **University/ schools** |
| **B.COM** | Bundelkhand University (Jhansi) |
| **PUC** | PCMB – Karnataka Board |
| **SSLC** | Al-Ameen English High School Education Board  |

**TECHNICAL SKILLS:**

Operating System: Windows Office, Windows 98/2000, XP, Vista, Window 2003

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| PROFESSIONAL EXPERIENCE |
| Doosan Heavy Industries – Jeddah | Human Resource Manager | Sept 2010 – Sept 2015 ( 05 Years ) |
| Douglas OHI – Muscat | Human resource Manager | June 2007 – June 2010 ( 03 Years ) |
| Al-Million Services – Doha (Qatar) | Senior Administrator | Apr 2007 – June 2007 (2 Months ) |
| Chamundeshwari Builders (Eagleton Resorts) - Bangalore | Administrator | Jul 2006 – Mar 2007 ( 8 Months) |
| Joannou & Paraskevaides (O) Ltd – Riyadh | Administrator | Mar 1998 – Jun 2006 ( 8 Years & 3 Months) |

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| **SUMMARY OF ACCOMPLISHMENTS:** |
| **COMPANY** | **Doosan Heavy Industries & Construction Company** |
| **DESIGNATION** | Human Resource Manager  |
| **EXPERIENCE** | Sept 2010 – Sept 2015 ( 5 Years ) |
| **RESPONSIBILITIES** | * Administration
* Block Visas
* Air tickets
* Payroll
* Incoming & Outgoing Documentation
* Daily Reports, Weekly Reports & Monthly Reports
* Keeping Time Records for Office Staff & Site Staff
* working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
* promoting equality and diversity as part of the culture of the organisation;
* liaising with a wide range of people involved in policy areas such as staff performance and health and safety;
* recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates;
* developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
* preparing staff handbooks;
* advising on pay and other remuneration issues, including promotion and benefits;
* undertaking regular salary reviews;
* negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions;
* administering payroll and maintaining employee records;
* interpreting and advising on employment law;
* dealing with grievances and implementing disciplinary procedures;
* developing with line managers HR planning strategies which consider immediate and long-term staff requirements;
* planning, and sometimes delivering, training - including inductions for new staff;
* analysing training needs in conjunction with departmental managers.
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| **SUMMARY OF ACCOMPLISHMENTS:** |
| **COMPANY** | **Douglas OHI – Muscat** |
| **DESIGNATION** | Human Resource Manager  |
| **EXPERIENCE** | Jun 2007 – Jun 2010 ( 3 Years) |
| **RESPONSIBILITIES** | * Administration
* Cashier
* Paper works
* Staff Time Cards
* Daily Reports
* Maintaining Staffs
* Employee Well fare Management
* Implementing human resource policies and procedures
* Maintaining Employee Data
* MIS Management
* Employee recruitment
* Joining and Exit formalities of employees
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| **SUMMARY OF ACCOMPLISHMENTS:** |
| **COMPANY** | **Al Million Services – Doha (Qatar)** |
| **DESIGNATION** | Senior Administrator |
| **EXPERIENCE** | Apr 2007 – Jun 2007 ( 2 Months) |
| **RESPONSIBILITIES** | * Administration
* Cashier
* Weekly/Monthly Reports
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| **SUMMARY OF ACCOMPLISHMENTS:** |
| **COMPANY** | **Chamundeshwari Builders (Eagleton Resorts) – Bangalore** |
| **DESIGNATION** | Administrator |
| **EXPERIENCE** | Jul 2006 – Mar 2007 ( 8 Months ) |
| * **RESPONSIBILITIES**
 | * Administration
* Cashier
* Promotion handling
* Reports and paper works
* Maintaining staff
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| **SUMMARY OF ACCOMPLISHMENTS:** |
| **COMPANY** | **Joannou & Paraskevaides (O) Ltd – Riyadh** |
| **DESIGNATION** | Administrator |
| **EXPERIENCE** | Mar 1998 - Jun 2006 ( 8 Years & 3 Months ) |
| **RESPONSIBILITIES** | * Administration
* Cashier
* Paper work
* Monthly Reports
* Maintaining the store
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**HOBBIES:**

* Music
* Collecting coins, collecting stamps
* Travelling
* Playing cricket

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| **Personal Information** |
| **Date Of Birth** | 30/09/1973 |
| **Gender** | Male |
| **Marital Status**  | Married |
| **Languages Known** | English, Hindi, Urdu & Arabic |
| **Nationality** | Indian |
| **Country** | India |