**OBJECTIVE:**

To obtain a position of authority and responsibility in order to achieve economic independence and contentment.

**WORK EXPERIENCE: 6 Years**

* Working with **Specialized Cables, Ras Al Khaimah, UAE** as HR Operations Officer from 7th January 2014 to till date.

**Middle East Specialized Cables** is the leading manufacturer of industrial, Instrumentation and process control cables in the Middle East. Other cable types are also manufactured to international standards such as UL, IEC, BS, etc. With plants in Saudi Arabia, United Arab Emirates and Jordan, MESC is uniquely located to support the major Mega projects throughout Middle East and Northern Africa.

**Job Responsibilities:**

* Resume short listing from job portals (naukrigulf.com, monstergulf.com) & handling interviews.
* Coordinating with recruitment agencies.
* Issuing job offers and handling joining formalities.
* Handling Exit Interview & Full and Final Settlement.
* Coordinating with travel agent, finalizing and issuing flight tickets.
* Responsible for maintaining database of vacation, rejoining & prepare report for the same.
* Visa & Passport renewal.
* Handling grievances of employees.
* Coordinating with catering company to maintain food quality.
* Handling invoices and finalizing them for final payment.
* Worked with **National Prawn Company, Al Lith, Jeddah, Kingdom of Saudi Arabia** as Department Coordinator in Utility Services Department from 14/01/2010 to 14/01/2012.

**Job Responsibilities:**

* Acting as a medium for Utility Services and keep updating & reporting to Head – Utility Services.
* Resume short listing and taking first round of interview.
* Maintain inventory and its consumption along with man hours on ERP for Power Plant & Water System.
* Responsible for filing project & contract documents related to power plant and water system.
* Coordinate with different departments for smooth functioning of the organization through phone calls, emails & by visiting personally.
* Handling grievances of employees pertaining to salary & over time, lodging and food.
* Responsible for arrangement of local leave & vacations for employees.
* Compose type and issue all internal memos.
* Generate and close service orders for PMS & CMS on ERP.
* Generate different reports and look after daily electrical generation, running hours & fuel consumption and its receipt.
* Over all office management.
* Worked with **Adeptech Corporate Solutions Pvt. Ltd.** as HR Executive cum Office Administrator from 04/09/2007 to 31/12/2009.

**Job Responsibilities:**

* Inter departmental coordination.
* Handel day to day recruitment.
* Maintain attendance of the employees.
* Generate MIS reports.
* Bid for AMC (Annual Maintenance of Computers).
* Prepare invoice of the bills to be raised.
* Coordinate with field officers.
* Worked with **K10 Technologies Pvt. Ltd. (Patel Nagar)** as HR Recruiter cum Office Administrator from 02/06/2006 to 31/08/2007.

**EDUCATIONAL QUALIFICATION:**

* **Business Management Specialization** **(M.Com)** from Jamia Millia Islamia, New Delhi in 2006.
* **B.A (Hons.) Economics** from Jamia Millia Islamia, New Delhi in 2003.
* **10+2(CBSE)** from Amtuls Public School, Nainital, in 1999.
* **10(CBSE)** from Amtuls Public School, Nainital, in 1997.

**ACHIEVEMENTS:**

* Successfully completed IMS Internal Auditor training.
* Best employee of the department for 2014.

**OTHER SKILLS:**

* Excellent people skills and good in team efforts.
* Problem solver & result oriented.
* Highest level of professional integrity and honesty as well as personal credibility.
* Goal oriented with an ability to handle pressure.
* Adept to changes along with excellent communication and interpersonal skills.
* Quick learner with an ability to grasp new concepts and technologies quickly.
* Good communication skills.
* Excellent knowledge of **MS-Office** (Word, Power Point, Excel).

**PERSONAL DETAILS:**

Date of birth 08-03-82

Nationality Indian

Sex Male

Language known English, Urdu, Arabic & Hindi

Marital status Married

**First Name of Application CV No:** **1657206**

Whatsapp Mobile: +971504753686

