**RESUME**

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| **Career Abridgement** |

Looking for career, Master of Business Administration with 4.8 Years of Overall experience including 3 Years Abroad experience in Recruitment – Sourcing to onboarding ; Performance Management ; Employee grievances handling ; Compensation and Benefits ; Payrolls, Welfare and General Administration including Vendor and Client Relationship Management

* Experienced In Manpower Management, Recruitment Involving Screening, Short-listing and Interviewing
* Experienced In General Administration
* Adept at people management ; Maintaining healthy employee relations ; handling employee grievances thus creating an amicable and transparent environment
* Skillful in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams
* Possess strong communication and inter personal skills, A dynamic go getter and quick learner with ability to work under pressure and meet deadlines

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| **Professional Qualification**  |

* **Master of Business Administration** (MBA) with 68% in year 2011 from Bharathiar University Coimbatore.
* **Bachelor of commerce** (B.com), 2008 from Calicut University.
* **International Air Transport Association (IATA) from Institute of airlines and Travel Agencies Chennai in 2009.**
* **Advanced Airline, Travel Agency & CRS Programme on February 2009**
* **SAP University Alliances Programme & Training Programme on Introduction to ERP in 2011.**

Schooling:

* 12th with 1st class in year 2005 from KKMHSS VANDITHAVALAM
* 10th with 2nd class in year 2003 from VMHS VADAVANNUR

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| **Work Experience** |

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| **Duration** | **Post** |
| 8 months | **HR Officer** |
| 3 years | **HR Coordinator** |
| 8 months | **Business Executive** |
| 6 months | **Assistant manager** |

**Special Skills -**

**Computer skill – MS office , C programming , C++ ,VB Basic, Power Point, good typing speed Proficient in computer applications**

**Have a strong organizational, technical, interpersonal and communication skills, competitive and a team player Ability to prioritize and coordinate daily activity of office and multitask in order to meet objectives with sense of urgency.**

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| **Areas of Exposure / Expertise** |

* **HR Policy Execution**
* **Induction**
* **Training Development**
* **Best Practices**
* **Recruitment**
* **Payroll Management**
* **General Administration**
* **Performance Management**
* **Compensation And Benefits**
* **Organizational Development**
* **Team Management**
* **Employee Grievances**
* **Employment Law**

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| **Projects Handled** |

**1.Project Name : Construction**

 **Position : HR Coordinator**

**Job Responsibilities**

* **Follow all company and safety and security policies and procedures ; report accidents, injuries, and unsafe work conditions to manager**
* **Maintain confidentiality of proprietary information**
* **Develop and maintain positive working relationships with others ; support team to reach common goals**
* **Managing the HR / Administration of the company**
* **Maintaining a personal record for the workers regarding their Work permit expiry and residence permit renewals and making contracts for new workers.**
* **Performing appraisals for the workers due for salary increment and annual bonus.**
* **To ensure that personnel files are properly maintained and kept under lock and key.**

**2.Project Name** : **Doosan Heavy Industries & Construction**

 **Rabigh Power Plant**

 **Phase II Project**

 **Rabigh KSA**

 **Position : HR Coordinator**

 **Job Responsibilities**

* **Job Summary Assist in monitoring tracking employee relations issues including resolution and follow up**
* **Assist and support management and the leadership team with handling and resolving human resources issues**
* **Monitor all hiring and recruitment processes for compliance with all local state and federal laws and company policies and standards**
* **Inform human resources management of issues related to employee relations**
* **Respond to questions, requests ,and concerns from employees and management regarding company and human resources programs, policies and guidelines**
* **Disseminate information to employees related to employer –employee relations, employee activities, and personnel policies and programs**
* **Review and ensure accurate maintenance of all employee records and files**
* **Assist in logistics, administration, and scheduling of annual employee surveys**
* **Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, and motivating and coaching employees**

**3.**

 **Position : HR Assistant**

 **Job Responsibilities**

* **Management Representative for ISO certification.**
* **Managing the HR / Administration of the company.**
* **Incharge of Recruitment / Selection & Allotment of all type of (Senior / Junior / Skilled & Unskilled) Manpower .**
* **Coordination with the Recruitment consultancies to fulfill the Requirement.**
* **Screening / Shorlisting / conduct Personal Interviews with employees (Except technical Staff) and confirming of Recruitment.**
* **To check references, qualifications and testimonials prior to employment.**
* **To issue appointment letters up to and including the level of department head, answer all correspondence and issue regret letters.**
* **To monitor and oversee all staff leave, sick leave and military leave.**
* **To monitor progress of new employees and to promote development of same as well as other employees.**
* **To ensure that the recruitment and selection of people is done objectively and based on Job Descriptions and Man Specifications.**
* **To carry our salary and wage surveys.**
* **Preparing appraisal for employees after reviewing the performance.**
* **To conduct exit interviews with all levels of employees on resignation from the company
 Job allocation and role defining for new employees.**
* **To control financial matters relating to recruitment costs, and adherence to headcount, wage and overtime budgets.**
* **Preparing contract documents and making estimation for tenders.**
* **Managing the company accounts with regarding to payment due and payment received and making due payments to subcontractors.**
* **Preparing report on company's invoices, cheque delivered, maintaining petty cash vouchers, payment due.**
* **Coordinating with the engineering department in regard to their purchase requirements and preparing them market analysis report and procuring materials.**
* **Controlling the company documents and making due transmittal as and when required to the subcontractors and recording the minutes of meeting.**
* **Cost Estimation, Cost Analysis for tendering new projects.**
* **Ascertaining & Cost Controller of the entire project undertaken.**
* **Preparing the Statement of Accounts and presentation in graphic
 Analyzing monthly income and expenditure of Company.**
* **Incharge of preparation of all tender document & agreement.**
* **Communication with the Client’s for building healthy relationship.**
* **Developing presentation in PowerPoint for Company Profile.**
* **To liaise with General Manager, Head Office and Regional Personnel with regard to recruitment and transfer of Management.**
* **To conduct regular Industrial Relations audits .**

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| **Project Work** |

 **A Study on Communication on Effectiveness of Promotion mix in Big Bazaar Palakkad.**

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| **Extra activities**  |

* **Organized the GENESIS** 2010 & 2011, A National Level Management meet Conductedby  **Nehru College of Management.**
* **Joint Secretary** of the **Student Development Council** Which is active body at **Nehru college of management.**
* Worked as an **Event coordinator** in Trivandrum for **HORLICKS WIZKIDS 2011-2012**

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| **Personal Details** |

**Date of birth :** 24/ 07/ 1987

**Sex :** Male

**Marital status :** Married

**Nationality :** Indian

**Driving License :** Saudi andIndian

**Languages known:** English, Hindi,Malayalam, Tamil

**Hobbies :** Travelling and exploring different cultures.

**First Name of Application CV No:** **1705128**

Whatsapp Mobile: +971504753686

