**Current Profile**:

Achieved Masters In Business Administration (MBA) from University of Punjab. I have gained experience in various Construction, Power and Oil & Gas environments, working under immense pressure at offshore, site, offices, and projects and achieving results within strict deadlines. I am an effective team player and have skills in communicating with various departments by working under own initiatives. I aspire to develop a long-term career within the Human Resource Management.

**Areas of expertise**:

Human Resource Management, Project management, operations, administration, standards & regulation, manpower MIS, management knowledge skills, MS office

**Employment details**:

HR & Administration Executive

National-Kuwait

Nov’2015 - Present

, Kuwait

* Recruitment and Selection: Ensuring that the HR service complies with safer recruitment according to the practices and compliance as per policies at site.
* On-boarding and Induction: Preparing contract offer letters, on Site reporting, volunteer agreements and process all pre-employment checks.
* Payroll: Ensuring that all pay records ae as per guidelines and attendance and logged in time for the monthly payroll run and submitted to the Payroll Officer after necessary approval.
* Learning and Development: Arranging induction, training and assist employees with monthly and yearly training program as per training calendar.
* HR Database and Reporting: Ensuring the HR Database accurately reflects with current staff according to the updated organization chart with reporting structure.
* Advice and Guidance: Ensuring that Policies and Procedures implemented correctly at site.
* Employee Benefits: Keeping up-to-date w.r.t. employees Promotion, Bonus, Health & Safety Policies and Procedures are implemented monthly/annual, employee’s benefits schemes and policies.
* General Duties: Recreation activities, annual & Monthly, Maintain office Infrastructure and solving staff grievances. Carry out general administration tasks for the HR Department and central office.

Site HR Manager (India-4 Years)

Limited

Sep 2011 till June 2015

Rajasthan, India

* Ensuring People Process activities i.e. attendance and payroll processing, employee benefits, performance management system, confirmations, transfers and exit process.
* Recruitment & selection, training & development, performance appraisal, employee retention, employee/welfare/statutory/compliance liaison with Government officials.
* To ensure general office administration, attendance, reimbursement, claims.
* Ensuring control and timely payment of the same after approval of the competent authority. To check suppliers’ bills and forward only authorized bills to accounts dep’t for payment.
* Vendor contract, Renewal of contracts, AMC of contracts, Bills verification, Bills certification, Follow-up of Bills.
* To maintain proper record of company assets issued to marketing personnel and ensure accountability. To ensure general office maintenance through third party like, housekeeping, pest control, hygiene, electrical and mechanical, sanitary and plumbing, space management, minor repairs (Carpentry, masonry, furniture, painting etc.).

HR & Administration (Kuwait-6 Years)

National

* Recruitment and Selection: Ensuring that the HR service complies with safer recruitment according to the practices and compliance as per policies at site.
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* Payroll: Ensuring that all pay records ae as per guidelines and attendance and logged in time for the monthly payroll run and submitted to the Payroll Officer after necessary approval.
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* General Duties: Recreation activities, annual & Monthly, Maintain office Infrastructure. Solving staff grievances.

**Education Qualification**:

2010 Masters in Business Administration, Specialization in HR from PTU-INDIA

2007 Certified E-Learning certificate in HR from Thomson institute USA

2005 Degree of Bachelor in computer application (BCA) Barkatullah University INDIA

2009 Industrial Safety Certified from NILEM Institute INDIA

**Personal Details**:

Date of Birth : 20th October 1982

Marital Status : Married

Nationality : Indian

Language : English & Hindi

**First Name of Application CV No:** **1705770**

Whatsapp Mobile: +971504753686

