***Manesh Kumar***

***HR Coordinator***

**PROFESSIONAL SYNOPSIS**

**MBA (HR)** graduate, with around **5** years’ experience in HR and Administration out of which **2.8** years in UAE. Well qualified, experienced Human Resource & Administration professional with expertise in handling of personal-HR functions including Payroll Management, Recruitment, Employee Relation, Compensation and benefits and General Administration. Proficient in MS Word, Excel, PowerPoint and software like ERP

**CAREER OBJECTIVE**

**HR Officer** in a respectful organization where my extensive knowledge, proven experience working in UAE in HR administration and high level of competence can add value to the company

**PROFESSIONAL EXPERIENCE**

**HR Coordinator**

*Abu Dhabi November 2013-July 2016*

Engineering & Construction is one of the most successful and fastest growing Abu Dhabi companies operating in the oil and gas EPC sector. With strategic locations throughout the UAE, Alsa delivers construction works in oil and gas fields across the country.

Responsibilities:

* Oversees the HR Operations- Compensation and Benefits, Payroll Management, Talent Management, Employee Relations, Training and Performance evaluation of employees
* Management of Payroll and Database of the company (2500 employees) individually using

Microsoft Excel and ERP software

* Maintaining employee records (personal information, leave, payroll deductions turnover rates, increment, etc.) in the database using ERP software and ensure that all records are updated regularly
* Prepares and updates monthly wage records of labors in the database by collecting time sheets from various sites, entering attendance, overtime and deductions and delivering to HR Manager
* Attendance management of employees using Biometric System and daily attendance check with concerned site Secretaries. Calculates attendance summary and pay adjustments and updates in payroll system
* Preparation and delivering various monthly payroll related reports to managers such as overtime reports and deduction reports
* Resolving payroll related queries from employees, identifying payroll errors, providing corrective actions and ensure database integrity is maintained
* Prepares bank transfer letters including necessary documents and submitting for HR Manager approval
* Arrange and process payments through computerized systems and ensure transactions are processed accurately and delivered on time
* Coordinate staff recruitment, selection process, and arranging recruitment drives with overseas agencies by sourcing and screening job descriptions
* Release Offer letter and follow up with candidates/agency. Arrange documents for Visa processing and employee contracts perform orientations, onboarding and update records with new hires
* Coordinate the joining formalities for all the new joiners and preparing joining reports and information sheets
* Prepare and issue all HR related letters (Salary Letter, Salary Transfer Letter, Bank transfer letter, NOC, Salary Increment Letter, etc.) as per employee request in consultation with Management and drafting circulars and inter office memos.
* Preparing End of Service Benefits of Employees’ retiring, resigning or being terminated
* Monitor, evaluate and report results of performance assessments of employees
* Arranging Flight tickets, Accommodation, Transportation etc. for Employees Business Trips
* Handling employee passports and maintaining proper record
* Transfers of employees (worksite/accommodation) as per project requirement
* Monitoring and Calculation of leave and final settlements of employees going on leave or resigning or being terminated and conducting exit interview
* Preparing and Releasing all invoices pertaining with the HR departments like travel and Visa expenses after validating with the HR Manager to the Finance team
* Ensure all aspects of compensation and benefits are managed within given deadlines
* Coordinate with PRO for arranging the Visa, medical and Emirates ID and submitting documents for insurance cards.
* Management of employees benefits as per UAE Labor Laws
* Responsible for reporting to Management in case of occurrences, events, violations and acts that may impact staff health and safety or the environment
* Provide guidance, advice and assistance on matters such as employee services and benefits, management-employee communications, grievances and appeals, equal employment opportunity, employee conduct and discipline
* Implementation and execution of Performance appraisal system: Monitors and highlights the overtime and salary increment of eligible employees to the HR Manager
* Salary survey / Grading system development and implementation and Annual manpower budgeting

**HR Executive**

*Grazz Designing and Editing Studio, Kerala July 2012- September 2013*

Responsibilities:

* Responsible for overall work performance of the company
* Management of office environment
* Coordinates and maintains records of staff
* Answer calls from customers regarding their inquiries
* Assist in resolving conflicts among employees
* Gathering, adapting, storing and distributing information within the company
* Provide specialized support to employees related to wages and benefits
* Managing quality and cost control
* Providing training and development to the staff
* Ensure that human and material resources are correctly utilized
* Coordinates travel arrangements and manages calendar

**Administration Assistant**

*Kerala Chamber of Commerce and Industry August 2011 to May 2012*

Responsibilities:

* Assisting various documentations, office activities and government functionalities
* Coordinating various official meetings, conferences and welfare programs
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
* Maintain electronic and hard copy filing system
* Prepare and modify documents including correspondence, reports, drafts, memos and emails
* Open, sort and distribute incoming correspondence to all departments

**CORE COMPETENCIES AND SKILLS**

**PROFESSIONAL SKILLS**

* Human Resource Management System
* Payroll Systems and Leave Management
* Compensation and Benefits, Employee relations and Performance Evaluation
* Recruitment

**PERSONAL SKILLS**

* Problem solving and conflict management
* Multitasking
* Strong leadership qualities
* Strong Analytical and Organizational skills
* Effective interpersonal skills
* Excellent communication and negotiation skills

**COMPUTER SKILLS**

* MS Office Tools-Word, Excel, Power point
* ERP(People soft), HRIS and WPS
* Operating Systems-Windows XP, 7, 8, Vista

**ACADEMIC QUALIFICATIONS**

Bangalore University

Year 2011

**MBA in Human Resources and Finance**

Bharathiar University

Year 2008

**B.Sc in Catering Science & Hotel Management**

**PERSONAL DETAILS**

**Nationality:** Indian

**Languages Known:** English, Malayalam & Hindi

**D.O.B:** 09-02-1988

**Job Seeker First Name / CV No: 1801458**

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