**Rahesh**

[**Rahesh.302404@2freemail.com**](mailto:Rahesh.302404@2freemail.com)

**Profile Summary:**

Over fiveyears’ of experience in HR department working as an assistant / coordinator.

Acquired highly developed sets of skills, demonstrating constant interest in learning and specialized HR related fields.

**Considerable qualification includes:**

* Organizational abilities, Multi-tasking, Detail oriented, Meticulous performer, Positive attitude.
* Ability to handle sensitive, confidential and interpersonal matters adequately.
* Effective communication both written and oral.
* Master degree in Business Administration with HR specialization.

**Professional Objective:**

Seeking employment asHr /Admin in a dynamic, goal – driven company in need of agile, versatile, goal driven employee who is willing to put time, effort and hard won experience in to the job.

**Professional Experience:**

**HR Executive/ PRO with Overseas Distribution Services Inc, JAFZA, Dubai, UAE (July 2014 – Present)**

* **Key Assignments:**
* Overall in charge of the PR related functions of the company and all the JAFZA (Jebel Ali Free Zone) related works like applying new visa, Visa renewals, cancellation procedure for Resigned / Terminated staffs and employees, Visa stamping procedure (Including VIP Service Package) KSA visa etc.
* Made Air ticket booking and Hotel reservations for top level management and company guests.
* Validating and verifying payroll preparation (assisting when needed).
* PR responsibilities include Vehicle registration renewal for all the company vehicles and needs to do all the RTA related procedures to register new vehicles.
* Responsible for induction of new staffs to the organization.
* Custodian of all the passports and updating in the tracker of all incoming and outgoing passports
* Verifying all the medical bills and mobile bills of both management and employees.
* Leave management and employee grievances.

**HR Assistant with Landmark group (Emax) Dubai, UAE(May 2012 – August 2013)**

* **Key Assignments:**
* Assisted staff with routine Hr related questions, served as the first point of contact for employees – Assisted company staffs in solving Hr issues.
* PR responsibility – Which includes applying new employment visas for newly recruited staffs, Initiate visa renewals for current staffs, Initiate visa cancellation procedure for resigned / terminated staffs, applying visa for KSA, initiate visa stamping process for newly arrived employees.
* Managed, organized and update files, records, correspondence, charts and reports – performed hr office services such as filing documents, printing reports and documents etc.
* Made travel ticket reservations and travel schedules for management as well as employees.
* Custodian of all the passports and updating in the tracker of all incoming and outgoing passports.

**HR Recruiter withKorcomptenzConsulting Pvt Ltd (May 2011– March 2012)**

* **Key Assignments:**
* Main responsibilities include working with hiring managers on man power requirements and recruitment planning.
* Developing recruitment planning to fill the requirements which includes sourcing profiles, validating profiles, selecting the best profiles for the further recruiting process.
* Administrative duties which includes record keeping of documents, hr filing, maintaining recruitment trackers etc.
* Maintaining relationship building with vendors and clients, conducts regular follow up with the candidates and hiring managers on the status of recruiting.
* Set up meetings and interview schedules for the candidates.
* Responsible for determining the effectiveness of recruiting etc.

**HR & Admin Executive with Lephar Foods Private Ltd(August 2010 – April 2011)**

* **Key Assignments:**
* Supporting Managing Director in Overall Administrative Duties as Admin in charge.
* Shift allocation and Leave management.
* Timesheet preparation and monthly payroll
* Managed, organized and update files, records, correspondence, charts and reports – performed HR office services such as filing documents, printing reports and documents etc.
* Maintaining relationship building with vendors and clients, conducts regular follow up with the candidates and hiring managers on the status of recruiting.

**Academic Profile:**

* MBA with Hindustan University( HR & MARKETING) 2010 with 80.5 mark
* BBA from Al Azhar college of Arts & science with 73% mark
* Plus Two from SN Central school with 57.5% mark
* SSLC from SN Central school with 62.5% mark

**Technical Skills:**

MS Office package, Tally, Peachtree

**Academic Project:**

* MBA Main Project : Effectiveness of Performance Appraisal System with SankaraNethralaya Eye Foundation Chennai
* MBA Summer Internship: Organizational Study with Alliance Grains Product Pvt Ltd, Kollam, Kerala

**Hobbies and Interest**

Driving, listening to music, reading, travelling

**Personal Details**

Date of Birth 20th June 1986

Present Location Dubai,UAE

Age 30

Sex Male

Marital status Married

Language Known English, Malayalam, Tamil, Hindi

**Visa Status Employment Visa (Transferable)**