**JITHENDRAN**

[**JITHENDRAN.306259@2freemail.com**](mailto:JITHENDRAN.306259@2freemail.com)



**OFFICE ADMINISTRATOR**

Administration ⦁Strategic Management ⦁ HRD ⦁ Personnel Management

*~ Nearly 10 years of experience ~*

Proven track of excellence as **HR / Administration officer with Kentech International Limited Abu Dhabi U.A.E, and Kentech Technical services QATAR.** Rich experience in managing the entire gamut of **HRD & Administration** functions viz., Recruitment, Resourcing & Development; Performance Management; Payroll-Compensation-Benefit Management and General Administration. Demonstrated leadership qualities; conceptualising and effectuating measures / modifications in the operating procedures to optimise resource and manpower utilisation. Capabilities in steering HR functions in a variety of sectors both union & non-union environments.

Key driver of change management processes that were successfully implemented for reasons as diverse as streamlining **operations, building employee morale, controlling attrition and building committed teams**. Excellent abilities in addressing and implementing strategic plans for talent acquisition and manpower planning.

Successfully implemented **HR** **practices** on recruitment techniques, cost effective training & development, competency mapping**, performance management, compensation strategies,** etc. Consistently ensured that HR policies and procedures have optimised value across overall organisational processes.

At equal ease with Indian ethos and Western style professionalism. **An enterprising manager** with excellent communication and people management skills that have been honed through managing multi skilled teams.

**AREAS OF EXPERTISE**

Strategic Planning Policy Design & Administration Change Management

Recruitment Performance Management Compensation Management

Training & Development Employee Relations / Welfare Organisational Development

Industrial Relations Facilities / General Administration Executive Leadership

Documentation Accounting/Invoicing Transportation

Payroll Management Health, Safety &Environment

**PROFESSIONAL EXPERIENCE**

* **April ’2016-Till the Date With JVA Technical Services Dubai as Sr. Office Administrator.**
* **June’2014- March’ 2016 with Kentech Qatar Technical Services Qatar. as Administrator /HR coordinator**

(Project: QSGTL-Shell Qatar Gas)

* **July’2009-April ’2014 with Kentech International Ltd., Abu Dhabi, U.A.E. as Administrator / HR coordinator**

(Projects: AGDIII Gasco, NGL Train project GASCO, Emirates Aluminium EMAL)

* **April’2007-June ’2009 with HONEYWELL Middle East, U.A.E. as Office Coordinator**

(Project: Palm Jumeirah Marina Apartment, Nakheel)

* **June’2006-Feb’2007 with A.M Trading (Build. Mat. &Hardware), U.A.E. as Accountant &Purchaser**
* **July’1995-Jun’1998 with Invest Bank, Sharjah. As office Clerk**

**Key Deliverables:**

**HRD**

**Strategic HRM**

* Coordinating with Management and Heads of Department for implementing HR policies & procedures in line with core organisational objectives.
* Coordinating for the development of departmental budgets and ensuring adherence to the same.
* Effectively managing welfare measures, management - employee get together, team building etc. to enhance motivation levels and productivity.

**Recruitment & Resourcing and Payroll Management**

* Planning human resource requirements in consultation with heads of different functional & operational areas, listing selection criterions ensuring fitment on the basis of necessary information about job responsibilities.
* Executing the entire gamut of recruitment task encompassing sourcing, screening, short-listing, conducting preliminary HR round interview as well as technical panel assessment interviews for selection and appointment, finalizing offers, visa processing, mobilization, induction, deployment, housing, transportation, etc.
* Plan, Prepare, Monitor and Modify induction/ orientation system as well as implementing induction & personnel manual.
* Managing payroll processing function while designing, implementing and administering payroll policies and procedures to ensure accurate and timely compliance with statutory obligations.
* Developing and maintaining documentation and controls for all payroll related activities and procedures; serving as the main contact all payroll related issues.

**Performance Appraisal & Training**

* Implementing increment, incentive and other remuneration policies.
* Managing appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management.
* Administering conceptualization and implementation of the Performance Management System for rewarding exceptional performers.
* Conceptualising & developing training & development initiatives for improved productivity, building capability and quality enhancement.
* Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies.

**ADMINISTRATION**

**General Administration**

* Monitoring recruitment team for coordination with manpower suppliers, flight bookings, housing and transportation.
* Planning, organizing and implementing systems to increase staff welfare morale through rewards & recognition, get-togethers, events, sports and other extracurricular activities.
* Monitoring adherence to statutory regulations & compliance with various governmental agencies; monitoring disciplinary issues & legal matters.
* Preparing and updating welcome packs, induction, safety, health, contingency, conduct card, personal health & safety guidelines for every employee.

**Industrial Relation**

* Establishing two-way formal as well as informal internal communication channels to bring transparency in industrial relation system.
* Institutionalizing sustainable IR policies which are in long-term interest of the organization.
* Liaising with labour department and preparing & executing IR policies / procedures along with implementation of the same.
* Negotiating and amicable settling of issues among the workmen, staff, officers, managers and unions arising due to time office, salary & wage administration matters.
* Ensuring healthy employee-management relations in the organisation, by encouraging workers to voice their opinions on common platforms and promoting employee involvement in improvement activities.

**DOCUMENTATION**

* Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems.
* Prepare, operate and update Document Control Procedures in line with the Company’s Document Management System.
* Ensure proper document control support is given to each project.
* Produce and maintain Document Progress Reports to Project Managers.
* Prepare Payment Application
* Tracking correspondence through to close out.
* Prepare Material submittal
* Prepare material inspection request
* Prepare Work inspection request
* Site diary &Daily site progress report
* Weekly progress report
* Up Date DR,GRN,MRR,MPR
* Invoicing
* Establishing and maintaining an up to date document control system
* Prepare Sample submittals
* Maintain and follow Minutes of meeting
* Update the log sheets of all documents

**TRANSPORTATION**

* Prepare the travel route for the drivers to minimize the distance.
* Developed trips and managed various networks
* Monitored, updated and maintained all the necessary legal documentation.
* Managed all associated transportation cost as per the given budget.
* Coordinated with the workshop department regarding the maintenance of the vehicle.
* Managing the branch Routes and activities.

**SIGNIFICANT HIGHLIGHTS**

* Demonstrated excellence by handling responsibilities pertaining to HR, Payroll, Compensation, Benefits and Incentives of a project of more than **800** employees without help of any electronic attendance device or any programmed software.
* Manage Transportation of more than 40 Vehicle without help of any Assistant.
* Established **reward/incentive for “Complaint/Suggestion”** for resolving individual’s personal as well as group’s general issues, administering control, settlement, satisfaction achieving desired goal.

**SCHOLASTICS**

* **Bachelor of Commerce** from University of Calicut, India.
* Diploma in Fire Alarm and Safety Engineering, Alappuzha, India

**IT Skills:** Proficient withMS Office (Word, Excel, PowerPoint), Tally and Internet Applications

**PERSONAL DETAILS**

**Date of Birth:** 10th Jan 1974

**Nationality:** Indian

**Marital Status:** Married (3 Dependants – spouse and 2 children)

**Linguistic Abilities:** English, Hindi, Malayalam and Tamil.