

Contact HR Consultant for CV No: 328935

E-mail: response@gulfjobseekers.com

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***Educational Qualification:***

* S.S.C from St. Jude’s High School – India, Mumbai in the year 1987
* H.S.C from S.N.D.T (Home-Science) India, Mumbai in the year 1989.
* Bachelor of Arts from India, Maharaja Sayajirao University (Baroda) Honor – Industrial Psychology in the year 1995.

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***Professional Qualification:***

* Post Graduation Diploma in Labor Laws & Practices (DLP) from

M. S. University – India, Baroda in the year 1996.

* Post Graduation Diploma in Industrial Relations and Personnel Management (IRPM) from Bhavan’s School of Management – India, Baroda in the year 1997.
* Post Graduation Diploma in Human Resource Development (HRD) from M. S. University – India, Baroda in the year 1998.

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***Field Work / Study:***

* In B.A I had done my field study in Household Appliance from Baroda
* In IRPM fieldwork was on Workers Attitude towards their earning from Bhavan's – Baroda.

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***Computer Proficiency:***

* Certificate course from L. L. C – Baroda (Includes DOS, WordStar, Lotus, Windows, FoxPro and FoxPro Programming.)
* Diploma in MS Office Course includes Windows 98, Word, Excel, Power Point, and Internet from NCIT – Mumbai.

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***Training Credentials:***

* Certificate of Completion - BLS / First Aid - 2013
* Certificate of Participation - Auditing Quality Management System ISO 9001:2008 - 2013
* Certificate of Participation Awarded for successfully completing Managing Safely - IOSH - 2013
* Certificate of Participation Awarded for Successfully completing EMS - OHASAS - 2014
* Certificate of Participation Awarded for Successfully completing IMS - ISO - 14001 :2014 & OHASAS 18001: 2007
* Certificate of Participation Awarded for Successfully completing Occupational Health & Safety Management Systems OHASAS 18001: 2007

**Professional Synopsis:**

* Over 18 years of extensive experience in HR and Administration deliverables that had benefited to the companies and had supported strategic corporate concerns.
* Expertise in handling HR functions and General Administration
* An effective communicator, motivator, leader with demonstrated proficiency in the areas of people management.
* Has a comprehensive knowledge and experience in GCC countries.

***Personal Attributes***

* + Influencer and strong leadership skills.
	+ Change Agent
	+ Passionate / Go Getter / Proactive
	+ Very good communication skills
* Highly organized

***Current Work Experience:***

**June 2011 to Till Date**

**Working for French MNC Group in *Doha Qatar* as Group HR & Admin Manager.**

**Job Profile :** Handling Group of Companies with full hands on experience in HR and Administration - Recruitment (Direct, External & Campus) & Mobilizing, Induction, Reference check, Talent Management and Succession Planning, Policies and Procedures, Manpower Planning & Budgeting, Updating Organization Charts , Performance Management, Insurance, Compensation & Benefits, Employee Relations, Disciplinary and Grievance related issue, Liaison with Govt. authorities, People Management, Visa Management, Employee welfare, Leave Management, HR policy formulation, maintaining the documents as per Internal Control standards, also the team member for ISO 9001, ISO 14001 & OHSAS 18001 documentation, On boarding & Off Boarding, Exit Interview, General Administration (supervising - Air tickets, Traffic, Gate passes, Immigration, Visa (New & Cancellation), petty cash, health card, exit permit) Knowledge of Qatar Labor Law, Immigration & Labor.

**April 2009 to May 2011**

**Livewel Aviation Services Pvt Ltd as Sr. Manager HR, IR & Personnel**

**Reporting to CEO & MD**

**Job Profile:** Taking care of recruitment (local and Overseas – Extensively travelling all over India), for Overseas recruitment preparing the Employment Contract, coordinating with Dubai office for Visa, Booking of Air Ticket, getting their OK to Board done, arranging for their pick and drop, releasing the ad in the newspaper for overseas and local recruitment, issuing of Offer Letter, appointment letter, preparing allocation for new recruits, arranging for uniforms, Bank Account opening, Statutory Compliance, Transfers, attending union meeting, taking disciplinary actions, taking care of Attendance, attending to staff meeting, dealing with external clients, maintaining personal files, updating leave cards.

**Oct 2006 to March 2009**

**Rohan Lifescapes Pvt Ltd as Manager HR & Admin**

**Reporting to Director**

**Job Profile:** Taking care of Recruitment, End-to-End HR processes, Statutory Compliances, Co-ordination with outside agencies & vendors, Drafted HR Policy, Implementing the policy, Orientation & Induction, Updating & Maintaining staffs Details & leave record, Time & office Management, Performance Appraisal, Annual Increments, Leave Management, Full & Final Settlement, Exit Interview, Printing & Stationeries, Event Organizing, Insurance, Maintaining and keeping tracks of AMC’s of all office Assets (A/C’s, Computers, Printers, Xerox Machine, Vending Machine, Water Cooler, Pest Control, Lift, EPABX System, Fax Machine, Access Control, Security Systems & Air Fresheners ) generating the daily attendance, Taking care of Salaried Account, preparing monthly salary statement, Petty Cash, Vouchers, House Keeping, Security, Over all in-house Administration.

### January 2005 to September 2006

### Reymount Commodities Pvt Ltd as Manager HR

**Reporting to Branch Manager**

**Job Profile:**  **:**  Wage and Salary Administration, Attendance & Leave Records, , Interviews, Offer Letters, Appointment Letters, Confirmation Letters, Joining & Relieving formalities, Full & Final Settlement, Self Correspondence, Maintaining & Updating personal records, Framing & Implementing of HR Policies, Salary Review Exercise

**September 2003 to December 2005.**

### Eternity Jewels as Manager – HR / Personnel / IR / Legal

### Reporting to Production Manager and MD

**Job Profile:**  Wage and Salary Administration, Attendance & Leave Records, PF, ESIC, Housekeeping, Office Administration, Interviews, Offer Letters, Appointment Letters, Confirmation Letters, Joining & Relieving formalities, Full & Final Settlement, Self Correspondence, Involved in BEM Certification, Performance Appraisal, Salary Review Exercise, Promotions and Annual Increments, Employee Compensation, all IR / Legal related matter under consultation, attending workers union matters, Handling workers Grievances and Problems, Safety Measures.

# June 2000 to August 2003

**Gold Star Corporate Solutions Pvt Ltd as HR/Admin Executive**

**Reporting to Admin Manager**

**Job Profile:** Wage & Salary Administration, Attendance & Leave Records, PF, ESIC, Taking Care of all Printing & Stationeries, Vehicle related Procedures (Buying to Selling & Accident Insurance) Renewing all vehicles insurance and monthly services, Housekeeping, Interviews, AMC’s, Offer Letter, Appointment Letters, Confirmation Letters, Full & Final Settlements, Property Checkups, Self Correspondences and many more.

# June 1998 to April 2000

**Nahar Constructions Pvt Ltd as**. **HR/Admin Officer**

**Reporting to Director**

**Job Profile:** Taking care of Monthly Electricity, Telephone, Mobile, Pagers, Time and Office function, Wage and Salary Administration, PF, ESIC, Issuing Offer Letters, taking care of Joining Formalities, Documentations as per checklist, Appointment Letters, arranging to send flowers / Bouquet to all the clients & customers birthday & Wedding Anniversary on a day to day basis, Updating & maintaining the Employees details and leave record, Updating the clients and customers birthday and Anniversary list on a monthly basis, Maintaining Stationary stocks, Self Correspondences, Interviews, Housekeeping, maintaining the decorum of the office, AMC of all the Office Assets, Renewal of Car Insurance and RTO, Vehicle Services, Handling Property Key and Property Checking, Social welfare.