**Shini**

[**Shini.336906@2freemail.com**](mailto:Shini.336906@2freemail.com)

**SR.HR ADMINISTRATOR**

Success-driven HR/Admin professional with **Nine years** of progressive experience in diverse administrative roles. Strong track record of strategic and operational management of employees. Right now looking further in HR/ Administration by joining a company where I get ample of opportunities to explore and enhance my skills to the fullest thereby contributing to the growth of organization

**CAREER HISTORY**

**SR. HR ADMINISTRATOR – 01-06-2015 till Present  
 FIBREX LLC, ABU DHABI**

**Responsibilities**

Responsible for performing a wide variety of clerical, technical, administrative, and office duties in support of the Human Resources Department

* Be the first point of contact for all HR-related queries
* Administer HR-related documentation, such as contracts of employment
* Ensure the relevant HR database is up to date, accurate and complies with legislation
* Set up interviews and issue relevant correspondence
* supervise and coordinate activities of staff
* administer salaries and determine leave entitlements
* maintain management information systems (manual or computerized)
* provide and maintain business premises and other facilities, including plant machinery and equipment
* review and answer correspondence
* Provide secretarial or executive services for committees.
* Manage records of overseas project employees regarding their visa and travel schedules.
* Coordinate interviews and direct applications to the right channels

**Projects Involved**

**UAE Projects**

* Louvre Museum Project
* MidField Airport Building Project
* Blue Water Project
* Fountain View Project
* Presidential Palace Project
* Fairmont Hotel Project
* Masdar City Project
* Central Market Project

**Overseas Projects**

* Qatar Museum project, Qatar
* Qatar Railway, Qatar
* National Bank of Kuwait , Kuwait
* KAPSARC , Saudi

**HR ADMINISTRATOR – 26-12-2009 – 01-06-2015   
 FIBREX LLC, ABU DHABI**

**Project : Abu Dhabi Int’l Shooting Club, Khalifa city**

**Client : Private Property Management (PPM)**

**Client Management : IMCC Management Consulting**

**Responsibilities**

* Answering questions from employees.
* Prepare various reports for the project management and client
* Notifying employees of any changes in their terms of employment.
* Providing advice and guidance on a number of HR issues.
* Providing administrative support on core HR processes.
* Resolving any payroll errors.
* Involved in the payroll process from start to finish.
* Answering telephone calls relating to HR issues.
* Developing welcome packs for new employees.
* Responding to employment verification requests.
* Updating computer payroll systems.
* Keeping an eye on human resources transactions.
* Composing and typing letters or correspondence.
* Maintaining accurate employee records.

**ASST. ADMINISTRATOR. – June 2006 – December 2009   
Abu Dhabi Int’l Metal Casting, ABU DHABI**

**Responsibilities**

* Manage filing and record keeping systems
* Answering calls from customers
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions

#### Handling all Petty Cash through Project Accounts

#### Monitor and maintain office supplies, Stationery and materials

#### Requesting Stationery Items through Procurement Dept for Office Purpose.

#### Prepare Quotations and Invoices and following up payments.

**EDUCATION**

* **Master of Computer Application,**

Under DOEACC- Govt. of India | 2001

* **Graduation in Computer Science**

S. N. College, Kerala University, Kerala | 1998

**TECHNICAL SKILLS**

* HRIS System
* Microsoft Office Applications
  + Taps Plus Attendance System

**PERSONAL INFORMATION:**

Date of Birth : January 3, 1978

Civil Status : Married

Nationality : Indian

Language Spoken : English, Hindi and Tamil

Visa Status : Residence visa

Reference : upon Request