**Administration / Personnel Manager**



12 years extensive experience in administration and Public relation in a wide range of challenging situations. Strong track record delivering outstanding results. Excellent organizational and leadership skills.

Highly effective communication skills get along well with others. Highly motivated, results oriented, great attitude. Highly organized,

very precise and methodical with meticulous attention to detail.

 Aslam



Mobile : +971-50-5891826

Email : aslam.344592@2freemail.com



**Profile :**



Strong liaison and negotiation skills across all staff and customer levels.



Tenacious, motivated and energetic, with strong ability to provide practical and strategic solutions to long term problem areas.



Flexible and highly adaptable, team orientated, used to working to tight deadlines and meeting set goals and objectives.



Accustomed to working under pressure using own initiative, is ambitious and highly motivated having demonstrated the ability to work within a team, liaising with colleagues up to and including senior management levels.

Possesses excellent motivational experience, able to extract the best from teams and individuals alike.

Adept at steering team members towards achieving set targets whilst accomplishing personal and departmental goals.

Enjoys a high capacity to learn new skills whilst objectively seeking new challenges, responsibilities and ways to develop an already extensive array of professional experience.

An astute and pragmatic leader, quick and forward thinking, who always plans for a variety of outcomes.

Manages and maintains the office, including monitoring and ordering stationery needs.

Provides administrative support to managers and the general office.

Monitors and improves office systems and procedures.

Manages general correspondence, postage, company documents, statements and reports.

**Work Ethic and Key Strengths :**

Disciplined – Self-analyst

Methodical – Ambitious

Dedicated – Can Do Attitude

Problem Solver – Intensive Contributor

People Person – Planner and Guide

Progressive – Diplomat/Candid/Negotiator

Work Ownership – Resolute

Highly Organised – Mentor and Motivator

Committed – Perceptive & Lateral Thinker

Decisive – Level Headed

Team Player – Leader

Provides excellent customer service, handling queries, advice and complaints to ensure customer satisfaction and repeat business.

Identifies opportunities to enhance and strengthen procedures and policies, automating systems and improving efficiency of services, creating a more cost effective and lean organisation.

Creates and promotes effective partnerships and relationships between all staff levels throughout the office and company, allowing for easier and freer channeling of information and relevant processes.

Prepares and conducts searches on new customers at companies’ registry.

Active in designing, implementing, managing and improving quality and information and management processes.

**Achievements :**

Works with team members, as well as autonomously, in a variety of situations and circumstances.

Implemented new communication methods

Implemented Transportation Movement procedures and schedules

**Educational Back round :**

Improved admin policies and Workflow procedures

Master of Business Administration In Human Resources Administration

Implemented admin work flow procedures

Bachelor of Science (First Class) in Electronics

Initiated and implemented data base systems in MS- excel system

Post Graduate Diploma in Computer Applications (First Class)

**Career Highlights :**

**Universal Voltas LLC :**

Handling new work permits of 300 MEP staff per annum.

Successful adoption of WPS within the stipulated time frame.

Achieved Zero for cases appearing in labour court.

**Career Summary :**



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| --- | --- | --- |
| Administration Manager , Universal Voltas LLC, Abu Dhabi, UAE | May 2015 | – Present |
| Sr. Admin Officer , Universal Voltas LLC, Abu Dhabi, UAE | Apr 2013 | – Apr 2015 |
| Admin Officer , Universal Voltas LLC, Dubai, UAE | May 2005 – Mar 2013 |
| Admin Technical Executive, Universal Voltas LLC, Abu Dhabi, UAE | May 2004 – Apr 2005 |
| Operation Manager, Raja Electronics, Coimbatore, India | Aug 1998 | – Mar 2004 |



Standard Operations Procedure for Employee services and all Admin process.

100% compliance on all government regulations including visa renewals.

Effective Rental Property Management with a 20% of annual savings on the cost of rent.

Transportation Management with implemented procedures to control the travelling expenses

Developed Quality parameters and Admin Metrics and improved the performance level of Admin staff.

Successfully drawn the goals of the management team in line with the Company’s strategy.

Effective process and procedural changes implemented to ensure best practices of the industry.

Supervised and monitored staff activity, working conditions

Prepared consolidated administration related reports

Assisted in preparation of budget

Documentation work

Handled complex administration tasks

Managed all complicated duties of organization.

**Raja Electronics :**

Liaised with statutory authorities for strict adherence to the government laws and regulations.

Coordinated as facility manager and event manager for few of the company programs.

Introduced Shop Council and Worker’s Participatory forum.

Introduced the concept of Apprentices for the company, thereby developing a second in line force in worker’s category.

Introduced House Keeping committee for HSE regulations

Prepare necessary reports for the works carried out on Daily, Weekly, and Monthly basis.

Coordinate with clients to fulfill their requirements.

Allocate drivers duty for daily works and Monitoring accordingly.

Arrange medical assistance to all employees as per requirements.

Prepare necessary details of petty cash expenses and keep control.

**Personal Particulars :**

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| --- | --- | --- |
| Nationality | : | Indian |
| Present Address | : | Abu Dhabi, U.A.E. |
| Martial Status | : | Married |
| Date of Birth | : | 03rd July 1977 |