**SRINIVAS**

**Cell: C/o 0504753686**

[Srinivas.346755@2freemail.com](mailto:Srinivas.346755@2freemail.com)

Summary

Aim to be associated with a progressive organization that gives me scope to apply knowledge and skills and be a part of the team that dynamically works towards the growth of the organization

Highlights

* Having an enthusiastic approach to completing tasks.
* Treating all enquiries from employees in a polite, friendly and welcoming manner.
* Able to work in settings where a high degree of discretion is required.
* Ability to maintain composure and remain calm under pressure.
* Ability to work positively with others.
* Willingness to learn new skills. Logical, Passionate and determined when approaching problems.
* ERP Programs & Others
* Word processing and typing
* MS Office 2003,2007
* Computer Operations, windows xp,Win.7,10
* Filling & Data Archiving
* Office Equipment Operations
* Telephone Reception
* Customer Service & Relations
* General Accounting
* Problem Solving
* Excellence Communications

**Education**

**High School: SSC, 2010**

* **BOARD OF SECONDARY EDUCATION** – **NIZAMABAD, TELANGANA, INDIA**

**GED:** Inter 10+12

* **Computer Science Engineering (CSE), 2012**

**SAI VOCATIONAL JUNIOR COLLEGE –ARMOOR, TELANGANA, INDIA**

**Experience**

HR Assistant \_April 2015

**AL OROBA CONT.CO LLC – DUBAI, UAE**

Present Responsible for assisting the HR Officer with any given Human Resources matters, and for providing an effective and comprehensive support service to employees of the company.

***Duties***

* In charge of drafting contractual letters, organising office events and dealing with staff requests for annual leave.
* Deciding on a recruitment campaign start and closing dates.
* Contacting job applicants and inviting them to interviews.
* Managing job application forms and letters.
* Carrying out reviews of employee performance.
* Making changes to employee records.
* Producing references for ex-employees who have requested them.
* Ensuring the integrity the HR database.
* Completing the paperwork when a employee goes on Maternity and Paternity leave.
* Processing any direct and also speculative job applications.
* Conducting background checks on prospective new employees.
* For Employee Visa for Medical fitness Apply online and other services.

***HR SKILLS***

* + Prioritising workloads to meet changing and conflicting demands.
  + Keeping up with high volumes of work.
  + Identifying ways to improve HR processes and procedures.
  + Auditing personnel records to ensure completeness and accuracy of information.
  + Writing up the terms and conditions of employment.
  + Promoting a health & safety culture within a company.
  + Taking minutes at meetings of Senior Human Resource Managers.
  + Ensuring that all confidential information is kept safe and secure.
  + Preparing disciplinary and grievance material.
  + Advising members of staff on their leave entitlements.

**PERSONAL PROFILE:**

NAME : SRINIVAS

Date of birth : 03-04-1995

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Hindu

Languages known : Telugu, English, Hindi

Working Visa Details : Issue: 13 September 2016, Expiry Date: 02 September 2018

SPONSOR: AL OROBA CONT.CO LLC-DUBAI .UAE

**DECLARATION:**

I hereby declare that the above furnished details are true as per my knowledge.

Place: Dubai

Date: 21 March, 2018 ***SRINIVAS***

