**MONICA**

**Monica.359583@2freemail.com**

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|   **Application Details**  |

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| **Profile: 11 YEARS IN UAE and Professional HR qualification and hands on experience.**  |
|         Desired Position:  | ANY |
|         Objective:  | To join a professional organization that guarantees the utilization and development of my knowledge, skills and attitude into a results oriented professional experience.  |
|         Desired Location:  | Dubai - U.A.E  |
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| **Personal Skills:*** Ability to grasp and learn quickly.
* Implement company policies to full satisfaction of superiors.
* Ability to interrelate with individuals of different background.
* Effective Communication.
* Have an insatiable desire for learning.
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|  **Certification**  |  **Institution**  |
| **Bachelor of Commerce** **PGDHRM-Post Graduation Diploma in Human Resources Management** |  Andhra University, AP, India  IGNOU, Open University  |
|    **Academic Details**   |

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|    **Computer proficiency:**   |

* **PGDSE**: MS OFFICE and MS windows operating systems.
* Proficient with customized software in HRIS (HR Net). Having handled HR net from the time of installation, customization and currently using it successfully with MIS reports to HR Manager.
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|   **Employment Details**  |

**Professional Experience****Safety Electrical Group (U.A.E) From April 2015 till date****Worked for 2 months (HR Department) Dubai – UAE****Working as HR Executive with Swtichgear & Sheetmetal manufacturing Company responsible for the complete coordination, staffing, employment function for 200 employees and Professional HR qualification and hands on experience.****Position – HR Executive reporting to Senior HR Executive****WORK PROFILE/SUMMARY:*** Employee records are in order.
* Monthly Pay Roll
* Daily attendance, marking, updating the HR software.
* Responsible for the task of coordination with PRO s.
* Works and communicates with the employees to meet their requirements in a polite, courteous and cooperative manner.
* Committed to quality service.
* Monitoring daily employee activities, leave, absenteeism etc.
* Maintaining and handling of employee records.
* Handle employee’s loan leave queries and complaints.
* Make full and final settlements for outgoing employees.
* Certificates- salary, experience, drive licenses and other work.
* Handling passports and related secure release of them as per established procedure.
* Reporting HR activities and employee requirements to CEO.
* Follow up signatory for approval.
* Monitors, checks and updates entitlement for HRA.
* Monitors and checks leave entitlement in the system.
* Responsible for Bank accounts opening for all new employees by co-ordinating with the bank representative.
* Facilitates all documents required by the Immigration.

**Safety Electrical Group (U.A.E) From June 2015 till March 2017****Worked for 2 years (Oil & Gas Division) Dubai – UAE****Position – Executive Secretary reporting to General Manager****WORK PROFILE/SUMMARY:*** Assist General Manager in day to day activities.
* Prepare Quotations for the clients.
* Process purchase orders to our suppliers.
* Process Sales Invoice and Delivery Notes for our clients.
* Follow up for Shipments with our Logistics team.
* Schedule and attend (if required) Meetings.
* Prepare Minutes of Meeting.
* Create and maintain filing systems.
* Book rooms and conference facilities.
* Liaise with staff in other departments and with external contacts.
* Order and maintain stationery and equipment.
* Sort and distribute incoming post and organize and send outgoing post.
* Organize and store paperwork, documents and computer based information.

**A3 DESIGN L.L.C (U.A.E) From November 2013 till February 2015****Worked for 1 year 4 months (HR Department) Dubai – UAE****Working as HR Officer with a Interior Designing Company responsible for the complete coordination, staffing, employment function for 150 plus employees – including Handling Pay roll in EXPERT (HR MODULE) and Professional HR qualification and hands on experience.****Position – HR Officer reporting directly to Managing Director****WORK PROFILE/SUMMARY:****Incharge of Expert - HR net software** * Employees records and in HR Net software are in order.
* Monthly Pay Roll in HR software
* Daily attendance, marking, updating the HR software.
* Responsible for the task of coordination with PRO s.
* Works and communicates with the employees to meet their requirements in a polite, courteous and cooperative manner.
* Committed to quality service.
* Monitoring daily employee activities, leave, absenteeism etc.
* Maintaining and handling of employee records.
* Handle employee’s loan leave queries and complaints.
* Make full and final settlements for outgoing employees.
* Certificates- salary, experience, drive licenses and other work.
* Handling passports and related secure release of them as per established procedure.
* Reporting HR activities and employee requirements to MD.
* Follow up signatory for approval.
* Monitors, checks and updates entitlement for HRA.
* Monitors and checks leave entitlement in the system.
* Responsible to develop, implement and update HR policies and procedures.
* Responsible for Bank accounts opening for all new employees by co-ordinating with the bank representative.
* Facilitates all documents required by the Immigration.
* Responsible for booking with travel agency regarding leave tickets for Warehouse employees.

**PERI L.L.C (U.A.E) From January 2009 till June 2013****Worked for 4 years 6 months (Logistics Department) Dubai – UAE** Working in the corporate Sector of the German Group of Companies which deals in Scaffolding & Formwork Shoring. **Position – Senior Stock Co-ordinator reporting to Logistic Manager*** Processing daily orders and updating in PSD Software.
* Communicates with the clients to meet their requirements in a polite, courteous and cooperative manner.
* Committed to quality service.
* Monitoring daily records relating to sales.
* Maintaining and handling of client records.
* Handle client complaints.
* Reporting product activities and requirements at the head office and to seniors.
* Follow up signatory for approval.
* Monitors, checks and updates availability of stock.
* Assist the manager to develop, implement and update client database.
* Facilitates all documents required by the seniors.
* LPO preparation for purchase of material for fabrication purposes.

**PURE GOLD JEWELLERS L.L.C (U.A.E) From September 2005 till December 2008****Worked for 3 years 3 months (HR Department) Dubai – UAE** **Worked as Senior HR Coordinator with a ISO 9001 Group responsible for the complete coordination, staffing, employment function for 350 plus employees across GCC – including Handling Pay roll in ERP (HR NET) 6 YEARS IN UAE and Professional HR qualification and hands on experience.**Worked in the corporate HR of the Group Company which deals in High and Retail Jewellery, Properties and Fashion Accessories with 50 plus showroom across UAE, GCC, Singapore. **Position – Senior HR Co-ordinator reporting directly to Group HR Manager****WORK PROFILE/SUMMARY:****Incharge of HRIS- HR net software.** * Employees records and in HR Net software are in order.
* Monthly Pay Roll in HR net software
* Daily attendance, marking, updating the HRIS software.
* Responsible for the task of coordination with PRO s.
* Works and communicates with the employees to meet their requirements in a polite, courteous and cooperative manner.
* Committed to quality service.
* Monitoring daily employee activities, leave, absenteeism etc.
* Maintaining and handling of employee records.
* Handle employee’s loan leave queries and complaints.
* Make full and final settlements for outgoing employees.
* Certificates- salary, experience, drive licenses and other work.
* Handling passports and related secure release of them as per established procedure.
* Reporting HR activities and employee requirements at the head office and to seniors.

Nominal rolls. * Follow up signatory for approval.
* Monitors, checks and updates entitlement for HRA.
* Monitors and checks leave entitlement in the system.
* Assist the manager to develop, implement and update HR policies and procedures.
* Responsible for Bank accounts opening for all new employees by co-ordinating with the bank representative.
* Facilitates all documents required by the Immigration.
* LPO preparation for booking with travel agency regarding Visa changes.

**AMP SANMAR LIFE INSURANCE COMPANY****From November 2003 To August 2005****Andhra Pradesh – INDIA****A Company which involved dealing in Life Insurance****Position – Manager for Sales and Marketing**Leading a team of 25 sales executives. * Preparation of venture plans, visiting to the site with the customers and closing the deals.
* Maintain good customer relationship.
* Accompany the Branch Manager and Area Sales Manager in meetings to finalize the project, to discuss sales strategies to find out new ways to adopt in order to gather more business.
* Collecting daily reports from the executives.
* Achieve Monthly Sales Target.
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| **FUTURE KIDS SCHOOL****From January 2000 To October 2003****Andhra Pradesh – INDIA****A School which involved dealing in Education****Position – Administration Manager*** Supervise and maintain the administrative activities of the school.
* Maintain good customer relationship.
* Achieve Monthly reports.
* Maintain Muster roll of all the employees.
* Maintain day to day accounts.
* Attend the walk in customers in a pleasing manner.

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|    Visa Status  | Employment Visa valid till 27.05.2018 (Free Zone) |
|    Nationality  | Indian |
|    Date of Birth | 25-07-1974 |
|    Marital Status  | Single |
|    Gender  | Female |
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| References will be furnished on request. |