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**FIROZ**

##

**FIROZ.361156@2freemail.com**

## **OBJECTIVE**

Seeking a challenging position of **HR- Officer-Cum PRO** in a reputed and progressive company, where I can invest all my professional expertise, qualifications and valuable experience to the optimum level to facilitate mutual growth of both the organization and my career**.**

**PROFESSIONAL HIGHLIGHTS**

* Total 8 years’ UAE Experience in Human Resource & Public Relation Department.
* Holding valid UAE Driving License
* Graduate in Sociology & Having PG-Diploma in Business Administration
* Expertise to work in major MS Office Application packages.
* Knowledge of Tasheel & EDNRD Operation Module (Labor & Immigration Policies and Procedure)
* Well familiar with Dubai Municipality Food Control approvals like Menu, OHC,Food Establishment Permits & other Licenses
* Strong back ground of UAE Labor Law & Proficient typing skill in English and Arabic.
* Practical Knowledge in Employee Mobilization and on boarding Process.( Expatriation & Repatriation)
* Translation of documents from Arabic to English & vice versa
* Result oriented, Self-motivated with a positive attitude, have strong social skills & able to interact effectively with officials.
* **Companies worked for in U.A.E**
* **Strategic Food International Co (Britannia) 3 yrs.**
* **Larsen & Toubro Limited Co ( L&T) 4 yrs.**
* **Keita Catering Company LLC ( Sub group of VPS Health Care ) 1.5 yrs.**

* **EXPERIENCE PROFILE IN U.A.E**

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| *COMPANY* | **Keita Catering LCC Dubai** |
| *POSITION* | **HR officer-Cum PRO** |
| *DURATION* |  From 03-10-2015 – 12-04-2017  |

**Role and Responsibilities**

* To process all applications of visas, Residence permits, renewals, Cancellations & exit formalities in an efficient and timely manner to minimize the cost and avoid fines.
* To support HR in Selection and Recruitment process of right candidate on right time with right exposure and talent.
* Schedule interviews & Issuance of employment offer
* Employee Mobilization, Expatriation and on boarding procedure
* To arrange for Induction & Orientation for new employees
* Translation of documents from Arabic to English & vice versa
* Keep records of Visa, Labor work permit, OHC & Passport expiry dates and inform team members in advance of expiry dates and renew it prior to its expiry.
* To arrange approvals for Menu, Food Catering Permits, Event & Kiosk Licenses as and when required by the Management.
* Initiating leave management of employees and follow up.
* Calculating leave entitlements, end of service benefits (EOSB) & coordinate with accounts Department.
* To coordinate with Accounts department to generate employee attendance as a part of payroll.
* To process Probation assessment and confirmation documentations
* Managing Employee (Turn over) resignation, termination, Separation and further repatriation formalities after visa cancelation.
* Manage allocated petty cash expenditure through maintaining original receipts & timely preparation of expense reports.
* Registration & Renewal of all company Vehicles, Licenses.
* Accompanying employees for their Medical & Finger print formalities from concerned authorities.

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| *COMPANY* | **Larsen & Toubro Limited**  |
| *POSITION* | **Officer(Visas &Government Relation)** |
| *DURATION* |  From April-2011 to.(Sep -2015) |

**Role and Responsibilities**

* To initiate Visa Life Cycle for the Proposed and Existing Employees around 1500 workforce.
* To **Coordinate with PROs** to avail necessary Permits pending with Immigration and Ministry of Labor
* Coordinate with Site Accountants in different Projects with regard to the approval on **Leave wages, Overtime payment and End of Service benefit** provisions.
* To Maintain Employee **Data Base Managing** system called .**VPP+EIP Software** and Tracking a good record of visa, labor card, passport expiries.
* To generate electronic work Permit applications through **Tasheel operating system.**
* To Post Online **Entry permit** application through **Fawri operating module** to avail E-visas for Abu Dhabi Project.
* To Translate and draft Letters issued from & to Government Departments ,from **Arabic to English and vice versa**, Like NOI,LOA,NOCs related with Consultant and Subcontractor requirement.
* Arranging **Insurance** for New Joiners and furnish insurance for visa renewal purpose.
* Arranging **Emirates ID** for staff
* To Complete **medical formalities** for new and existing Employees
* Drafting NOCs, **NOIs and LOAs for TRANSCO, GASCO, and ADDC& ADCO** for various projects.
* To Arrange **CNIA Passes** for Professional Engineers, Vehicles and Cameras as per the rules and regulation of UAE.

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| *COMPANY* | **Strategic Food International Company.LLC.** |
| *POSITION* | **Executive-HR &Admin** |
| *DURATION* |  From November 2007 To February 2011 |

**Role and Responsibilities**

* To Process **online Visit, Transit, Service, Employment, Residence and Temporary Work Permit** for the department personnel.
* To Coordinate with PRO for **Labor and Immigration** issues.
* To Furnish Arabic version for **Certificate of Origin, Invoices, Annexure for GCC and other Foreign Countries**.
* To provide **Business Entry Visas** for Company Managers travelling to different countries
* To monitor admin related jobs like, **Joining Formalities** and Procedure
* To Maintain a **comprehensive filing system** of Employee Personal files
* To keep track of Visas, Labor Cards, Health Card Expiries and arrange for its timely renewal.
* To Create **LPO & GRN** for the ticket purchased and preparing monthly summary of tickets purchased, extended and cancelled.
* To **handle petty cash** allocated for admin expenses and provision of its statements on bimonthly basis.
* **Leave application and balance eligibility calculation** of both staff and workmen.
* Drafting Letter in English and Arabic as and when required by the Department

**QUALIFICATIONS:**

Master of Business Administration (HRM) Annamalai University

Bachelor of Arts (BA in Sociology) Calicut University Kerala India

Diploma in Business Administration Dubai (UAE)

**Software Knowledge:**

**Windows XP, Vista, Windows 7, MS Word, MS-excel, MS-Power point**

**Personal Details.**

 Sex Male

##  Citizenship Indian

 Marital Status Married

 Visa Status Employment

 Languages Known: **English, Hindi, Arabic, and Malayalam**

**Visited Countries : UAE, KSA & Sultanate of Oman.**