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**RAMESH**

**RAMESH.367444@2freemail.com**

**Senior Executive Administrator**

**Transferable visitor visa**

**Seeking a hr administrator position that would help me realize my administrations skills & vast experience to the fullest, which will in turn be profitable for the organization.**

**SUMMARY**

* **Over** 8+ **years experience** in all the areas of hr administrations.
* Currently, working as **Senior Executive administrator** at **Lakshmi Textiles, India**
* Capable to lead the team
* Having good presentation skill using MS-Office

**AREAS OF EXPERTISE**

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| --- | --- | --- |
| * General administrations
 | * Facility management
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| * Transport management
 | * Employee grievances
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|  |  |  |

**EXPERIENCE**

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| --- | --- | --- |
| Designation | Organization | Duration |
| Senior executive administrator | Lakshmi Textiles,Chennai,India  | May 2010 –Feb 2017 |
| HR coordinator | Codd Systems,Bangalore,india | June2008 –Feb2010 |

**QUALIFICATIONS**

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| --- | --- |
| MBA (HR)  | University of madras, India 2006 to 2008 |
| B.Sc. (HOTEL MANAGEMENT)  | Bharathiar university, COIMBATORE |

**Duties and Responsibilities**

As a **senior executive administrator @** Lakshmi textiles

* Coordinate with various departments to ensure the facilities including Telecommunication, Transportation, Housekeeping and Maintenance, Stationary, electricity, Water and other essential services.
* Deal with service vendors for Service Level Annual Maintenance Contracts for equipments and vehicles to ensure uninterrupted operations at different departments and to minimize the maintenance cost for the company.
* Liaise with Government Authorities to obtain Licenses, Registrations and Insurances, Certifications, Legal Permits and other approvals including renewals.
* Negotiate with suppliers for purchasing vehicles and office equipments and its installation related to administration including Air Conditioners, Furniture, Computers, printers, and fax.
* Responsible for Fuel cards, employee staff outdoor travel allowances, company owned Fleet of vehicles’ repair and maintenance and its insurances.
* Deal with transportation companies for transportation of goods and material to ensure delivery and receipts well timed and to minimize the transportation cost.
* Responsible the Hospitality Management, Airline Bookings, Event Management, catering arrangements, Conferences, Meeting,
* Conduct periodical employee grievance meeting to resolve employees’ issues such as accommodation, food, transportation, medical insurance and its claim, etc.

As an **HR coordinator @ Codd Systems:**

* Maintain records of personal data of employee.
* Handle queries related to HR from employees and statutory authorizes such as EPF, ESI, Labor Welfare Board and Directorate of Inspector of Factories.
* Assisting Head of the department to evaluate performances of the employees for periodical performance appraisal**.**
* Schedule Employee Grievance meetings, Interviews, and Internal Social Compliance Audit
* Responsible for preparing Payroll.
* Participate actively in Statutory Audits such as ESI and EPF Audit and Inspections etc conducted by respective statutory authorities.
* Support HR Team to design Human Resorse policies and procedure

# Declaration:

I hereby declare that the above particulars are true to the best of my knowledge and belief.

Place: Dubai