For any suitable opening –Recruitment / H.R/Admin/Sales/Operations/hier etc.

Presently I am in Dubai (UAE) on visit visa since 14-Apr-17.



**RAKESH**

**Dubai , UAE**

**E-mail:** rakesh.369346@2freemail.com

**Objective :**
To enhance career in Recruitment / H.R / Administration / Operations / Sales with a Professional & Disciplined environment that will utilize my educational background and expand my knowledge to emerge as a reliable member of the management team and to prove myself as an important asset of the organization.

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| **ACADEMIC PROFILE** |
| B.Com. (Business Administration) | R.D. National College, Bombay Univ. | Pass | 1992 |
| Class XII  | R.D. National College, Bombay Univ. | 58% | 1989 |
| Class X  | K.J. Khilnani High School | 61% | 1987 |

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| **PROFESSIONAL EXPERIENCE 23 Years**  |

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| **M/s. Gemini Dyeing & Printing Mills Ltd. (Admin Executive, Mumbai ) 1st Nov. 1992 to 31st Jan. 2008** |
| **Roles & Responsibilities** | **Recruitment, Resourcing & Development*** Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements at factory level.
* Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews. Leading sourcing through Naukari portal for CG factory.
* Process owner for Campus recruitment for Graduate Engineering Trainees. Conducting recruitment drives in various districts of Mumbai for workmen hiring through a rigorous selection procedure.
* Conducting Exit Interviews followed by analysis of attrition data of the organization.

**HR Analytics*** Sharing monthly/ Quarterly/ Annual MIS, trackers, payroll data and reports with various Factory and corporate stakeholders.
* Process Lead for HRIS and Time Office Manager for factory.
* Process owner of HR Systems
* Process owner for HR operations including Employee payroll, Inter unit/departmental Transfers, Promotions, PIP process, Employee Separations, Leave Management, Query Management System etc.

**Payroll**: Salary & Wages * Generate and Verify Payroll processing for permanent as well as contractuals.
* Full and final settlement of employees on company roll.
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| **M/s. Tadmur Building Services W.L.L. (HR & Admin Executive, Doha, Qatar) 8th June, 2008 to 31st March, 2013** |
| **Roles & Responsibilities** | * Specialization in handling office - Back Office operations &General Administration, office Correspondence, confidential mails, quotations, monthly billing, Call, Stationary Allotment, Maintaining & updating Records, Filing official Records etc. Manage new Employee Interview, Training, Duty Schedule, Making Employee ID, Card Distribution, Maintaining Records of ID card.
* Proper maintenance and operations in terms of general admin, house Keeping, Food & beverage, pest control, stationery, courier dispatch &Pantry.
* Planning and preparing monthly Reports pertaining to finance required for maintaining office infrastructure and facilities.
* Organizing meetings, conferences, making travel arrangements and hotel reservations for guests.Asset Management & Contracts management Managing repair, maintenance & replacement of office Equipment’s, Appliances, furniture & fixtures etc.
* Implementing cost control measures. Vendors Selection process, purchase & Inventory management. Coordinating with Client for other Payment Collection & Official works.
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| **M/s. Flasch Expansion Service (Admin Manager, Mumbai) 1st August 2013 to 31st Jan’, 2017** |
| **Roles & Responsibilities** | • Handling the overall function of HR, & General Administration of the Company.• Manpower planning of the organization.• Handling the Recruitment & Selection Process along with all joining and exit formalities.• Job description of the employees in the organization.• Payroll & compensation. |
| **General Administration** | • Handling Security Personnel, transport & house keeping.• Maintaining office & guest house equipments.• Monitoring plantation and day to day administrative requirements.• Monitoring Rail Ticket & Flight Ticket as well as hotel booking for guest.• Maintaining public Relation with Local police station.• Liaison with Local Political, NonPolitical leaders & social connection at District, Zonal, Block & Gram Panchyet Levels.• Handling Security Personnel, transport & house keeping.Maintaining office & guest house equipments.• Monitoring plantation and day to day administrative requirements.• Monitoring Rail Ticket & Flight Ticket as well as hotel booking for guest. |

**PERSONAL DETAILS**

**Languages Known :** English, Hindi, Marathi, Gujarati.

**Other Skills :** Knowledge of Computer – MS-Office,

 Internet, ERP, Citrix

**Passport details :**

 Date of Issue : 05-Apr-2016

 Date of Expiry : 04-Apr-2026

 Place of Issue : Mumbai

**Date of Birth : 01st April, 1972**

**Marital Status :** Married

**Nationality :** Indian

**RAKESH**