## **­RESUME**

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| **RAJEEVAN**  **E-MAIL:**  [**Rajeevan.369942@2freemail.com**](mailto:Rajeevan.369942@2freemail.com)  **1Personal Details:**  Date of Birth : 10/10/1970  Gender : Male  Nationality : Indian  Marital Status : Married  **Having Valid UAE Driving License**  **Visa Status: Visit Visa** | **OBJECTIVE**  Looking forward to a challenging position in a growth oriented organization which allows me to prove my professional expertise and also at the same time learn and progress towards greater heights.  **CAPABILITIES**   * **Handling HR / Administrative / Payroll / PRO / Logistic functions.** * **Strong organizational and interpersonal skills with determination, dynamism and leadership capabilities.** * **Ability to adapt to new environments and willingness to learn.** * **A record of having fulfilled all given jobs to satisfaction.** * **Self motivated, aggressive and ambitious with a strong desire to succeed & make successful.**   **EMPLOYMENT HISTORY**   * Worked as an **HR / Admn. Coordinator** in Tech International FZC (Galadari Brothers Group), Hamriyah Free Zone, Sharjah, UAE from January 2008 to February 2017. * Worked as a **Sr.** **Commercial Officer** with Aquapharm Chemicals Ltd., Pune, India from April 2007 to December 2007. * Worked as a **Steno** with Aquapharm Chemicals Ltd., Pune, India from March, 1999 to March, 2007. * Worked as a **Secretary** with Pittie Agro Ventures Ltd., Pune, India from March, 1997 to March, 1999. * Worked as a **Steno Typist** with Rajkumar Forge Limited, Pune, India from September 1994 to September, 1996. |

**NATURE OF WORK HANDLED**

* Assist with day to day operations of the HR functions and duties
* Payroll preparation by providing relevant data (absences, bonus, leaves, etc). Familiar with Oracle HRMS.
* Generating attendance reports and monitoring records of in-out punching
* Overtime record keeping
* Arranging interviews / Preparing offer letters / Arranging flight tickets
* Arranging accommodation for workers and staff
* Renewal of Visa, Emirates ID, Medical Card, etc.
* Clerical and administrative support to Human Resources Head
* Compile and update employee records (hard and soft copies)
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
* Deal with employee requests regarding human resources issues, rules, and regulations
* Communicate with public services when necessary
* Conduct initial orientation to newly hired employees
* Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures
* Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
* Leave application processing / End of Service settlement process
* Keeping of confidential documents, other office files, correspondence, reports available for reference
* Travel booking as needed, including hotel booking
* Transportation arrangement for company staff and workmen
* General Office Correspondence
* ISO documentation
* Updating and informing Management regarding the policies and procedures with reference to UAE Labour Law.
* **Hamriyah Free Zone Activity:**

Supporting PRO for Visa related activities like Applying Visa, Renewal, Cancellation & License renewal, Passport Withdrawal etc.

Supporting Customs PRO for all Logistics related activities like Customs clearance, Export, Import, vehicle coordination etc.

**Educational Profile**

Bachelor Degree of Arts from Calicut University (1994)

**Computer Knowledge**

* Familiar with ERP / Oracle HRMS software
* Internet Browsing
* MS Word, Excel, Power Point
* Good typing speed

**Languages Known**

English, Hindi and Malayalam