

**KRISHNA**

U.A.E (Dubai)

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# CAREER OBJECTIVE

A challenging career with an organisation that will utilise my knowledge and organising skills for continued personal and professional growth.

# SYNOPSIS

* *A seasoned professional with* ***27 years experience in Administration/HR/Recruitment/Secretarial.***
* *Presently associated with* ***M/S SHAPOORJI PALLONJI MIDEAST LLC*** *as* ***Administrative Officer.***
* *Skilled in proper communication and meeting dealines.*
* *Carries a positive attitude, enthusiastic and a firm believer of teamwork.*

##### ADACEMIC RECORDS

**Master of Business Administration (Human Resource Management)**

Kazian Global School of Business Management - Mumbai

(Attested by Ministry of External Affairs in Delhi (India) & Ministry of Foreign Affairs in UAE.)

**Graduate in BA**

University:- Kerala University

**Diploma in Business Administration**

National Institute – Chennai

**Diploma in Personnel Management & Industrial Relations**

National Institute - Chennai

**Diploma in Human Resource Development**

National Institute - Chennai

* **COMPUTER PROFICIENCY:-**
* Well versed with Operating System-Windows
* Well Acquainted with MS-Office and Basic networking

##### WORK EXPERIENCE

***14 March 2014 M/s Shapoorji Pallonji Mideast LLC (Dubai) Administrative Officer***

**Assignments:-**

* Responsible for preparing daily, monthly and quarterly dashboard.
* Ensuring timely preparation and submission of daily reports related to site
* Prepare Monthly Budget related to Administration and ensure that bills are submitted against each and every Dirham.
* Handle all sorts of Labour and Staff related issues.
* Ensure that Safety and Welfare of the workers and staff in the site
* Ensure that Attendance and leave records are properly maintained and submitted.
* Timely Submission of Salary and Deductions calculations
* Handle Performance Appraisal of employees.
* Ensure proper transportation facility provided to staffs and labours.
* Handling Petty Cash.

***10 December 2009 to 30 August 2013 BYA International LLC, HR & Administration Manager***

 ***Afghanistan.***

**Assignments:-**

* Arrangement to collect new employees from Airport, hotel arrangements, personal security detail.
* Issuing Identity Cards, time keeping, advance payments, arranging medical check-up.
* Preparing and keeping the personal files, arranging leave & air ticket.
* Obtaining new visas and timely renewal of existing visas and work permit.
* Maintains administrative staff by selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
* Provides supplies by identifying needs for various departments and pantry; establishing policies, procedures, and work schedules.
* Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
* Purchases stationery items by obtaining requirements; quality, and delivery; through SAP system.
* Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
* Petty Cash handling & local purchasing.
* Dealing with Security Agency.

***27 September 2007 to 30 November 2009 Tadmur Contracting & Trading LLC Recruitment Officer Doha, Qatar***

**Assignments:-**

* Ensuring the entire recruitment cycle from sourcing candidates to onboarding is smooth and hassle free.
* Advertise the open vacancies promptly in a cost effective way.
* Source or create Job Description for vacancies as required..
* Prompt updates to candidates and Line Managers at each stage of recruitment cycle..
* Stay abreast of legal requirements for Visa and related processes, promptly share expertise with the candidates as per the case as hand.
* Regular follow-up and tracking of relevant approvals for Visa purposes.
* Maintain all records, log-sheets and documents for candidates.
* Arranging Visas and booking of air tickets & hotel rooms for Recruitment tour by Line Managers.
* Manage and coordinate for any relevant tests during the selection process.
* Actively negotiate on remuneration and other terms and conditions if required.
* Ensure smooth joining process and onboarding experience.

***27 Sep. 1985 to 6 Nov 2006 Ministry of Defence, Engineering Services Senior Secretary to Projects Director***

 ***Muscat, Sultanate of Oman.***

**Assignments:-**

* Diary Management of the Director.
* Taking dictation and typing all the correspondence.
* Obtaining information about various projects from different Section Heads.
* Correspondence with various Departments for updating information required by Director.
* Making arrangements for the Director’s tour.
* Preparing weekly/monthly statements.
* Making arrangements for the weekly /monthly meetings and preparing the Minutes of the Meeting.
* Updating the Director about many Projects and its various stages..
* Handling any other assignments the Boss has given.

**PERSONAL INFORMATION**

Date of Birth17 November 1962.

Languages Known English, Hindi, Gujarati & Malayalam.

Marital Status Married

Nationality Indian