**SREE**

**SREE.372520@2freemail.com**

**HR / ADMINISTRATION PROFESSIONAL**

An ambitious professional with nearly 23 years of rich & versatile experience in UAE in the areas of HR, PR, Administration, Office Management etc. Strong leadership and management skills. Ability to perform independently as well as to lead and manage a team to achieve consistent results. An analytical problem solver with the ability to employ all available resources to get effective solutions.

**Currently associated with Suwaidi & Shams Group of Companies, Abu Dhabi as HR & Admin Operations Manager, Heading the entire HR Admin operations of Construction Business units as well as Manufacturing unit.**

 HR Department structuring, PR section restructuring, policy development, workflow, overseas and local recruitment & labor supply

(hired) management.

 Major support in implementing portal based Management System including implementation of biometric attendance system across the projects and offices, overseeing of payroll management.

 Work closely with senior and line managers, providing them with expert guidance on the full range of HR activities (policies and procedures, terms and conditions of employment), absence management, restructuring of services, performance management,

personnel planning etc), in order to ensure a consistent and fair approach to people management across the company.

 Conducted an organizational assessment, and recommended the development of a cohesive strategy to align human capital goals and programs.

 Advising improvements in HR Department policies and performances.

 Sorting out HR issues, Employee related issues handling, monitoring the termination/resignation, warning letters, and leave applications.

 Preparing HR documents and formats, rearrangement of employee files.

 Accommodation management & facilities management.

 Managing diverse workforce and linking company's HR objectives with people's objective in the organization.

 Demonstrating acumen in planning, directing and coordinating human resource management activities of the organization to maximize the strategic use of human resources.

 Handling of all HR/Admin related multitask activities.

**From the year 2003 to 2015 worked with PIVOT ENGINEERING & GENERAL CONTRACTING CO.(L.L.C)**

**as Deputy Manager (HR & Administration).**

 Plan, directs and coordinates entire HR activities of the company to maximize the strategic use of HR by exhibiting sound judgment and proven maintaining track on day-to-day activities of the department.

 Entrusted with the responsibility of Administration, HR operations including Budgeting, Manpower Planning, Sourcing, Induction, T

& D, PMS, Policies, Visa, Medical, Labor Camps, Grievances, logistics and Security.

 Preparing strategic plan for recruitment and implementing effectively. Overseeing the full recruitment cycle, starting from short listing, interview, examine the candidates, final selection & issuing appointment letter. Selection of recruitment agencies-domestic

& international and undertook recruitment drive for non-management employees (helpers & technicians) from Indian subcontinent.

 Involvement in the entire scope of producing and managing the employer-to-employee relationship, as well as promoting a culture of internal development within the organization.

 Deal with group health insurance providers, providing proper coverage of health/life group insurance for employees and its renewal and negotiation.

 Coordinate and ensure implementation and observance of company HR policies, grading & salary scale, bonus plan, training &

development, and appraisal.

 Classification of jobs, job grading, preparing Job description, job analysis & job evaluation etc., maintaining the electronic database and recommends improvement/modification of the same as and when required. Involved in developing the ERP system to integrate all functional activities of HR & Admin.

 Conducted survey for the periodical revision of salary & benefits and designing a performance based increment/bonus system, Manpower assessment study, Job satisfaction survey, organizational cultural change & image-building exercise, domestic enquires in connection with employee’s misconduct, handling disciplinary actions etc.

 Handled leave management, employee resignation, termination.

1

 Generating various reports using HRIS system, submitting MIS reports to management.

 Ensuring the control of the employee documents,

 Procedure support for the renewal of Trade licenses.

 Support implementation of ERP system, ISO 9000 system etc.

 Attended tasks assigned by the management from time to time.

**Senior HR & Admin. Executive at Sparrows Offshore – Abu Dhabi from Oct-2001 to Sept-2003.**

 Multifunctional supporting role such as, but not limited to, human resources services, administrative functions, data communications, facilities management, office services etc.

 Provide effective support to HR Department focused on advertisement, profile review, recruitment, induction, performance evaluation, training, etc.

 Managed overall functioning of the office, Management of domestic and international travel programs and accommodation arrangement.

 Managing the work force resources effectively, Schedule based mobilization and demobilization of offshore employees.

 Work permit and residence visa and visit/transit visa process coordination.

 Training coordination for BOSIET & H2S courses and further medical checkup. Security passes arrangement and its management.

 Research and investigate information for strategic decision by the management.

 Approve recommendations, requests, expenditure and on behalf of superiors on their absence, according to agreed guidelines and policies.

 Coordinate with various staff for operational support activities of the unit; serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.

 Coordinate with offshore administration for all administrative matters related to the team, including flight bookings to-from

Island/Offshore, cancellations / re-bookings and follow up of the same.

 Follow up, coordinate with Manager’s office for pending matters, and coordinate with other departments such as HRR for personnel related matters, MDTE for Training and other departments for other related matters.

**Administration Manager & Chief HR Executive at Capital Industries - Abu Dhabi from Oct 1998 to**

**Sept. 2001.**

 Supervise and manage day-to-day office administrative activities.

 Vendor Management & Office Administration. Co-ordination and maintenance of systems related to House keeping. Managing vendors and keeping track of cycle of all maintenance contracts. Keeping records of Utility Payments, Printing of Stationary. Maintaining record of AMC (Computers, AC, Cars, Pest Control, Insurance, Etc).

 Liasioning with external agencies (Municipality/Premise security agencies/Premises land lord) and government bodies like Etisalat.

 Query and grievances handling of the Employees.

 Pre-joining documentation, Work Permit and visa process. Preparing MIS and follow up with the Business Development Manager.

Issuing Offer Letters, Appointment Letters, Transfer Letters & Confirmation Letters. Conduct exit-Interview and issued reliving letters & full and final statement. Participating on discussion with Management regarding the new policies. Maintaining the records of the employee by maintaining their personal file.

 Handled complete operation of new office/manufacturing unit set up at new location.

**HR & Admin.Officer at AN Perfumes & Cosmt.Factory.Ltd (Chris Adams) – Dubai from March 1993 to**

**Aug. 1998.**

 Recruitment, Manpower quota application and its follow up for approval, Work Permit application, Visa application, arrangement of

Air ticket, accommodation for staff etc.

 Liasioning with Labor Ministry, Ministry of Interior, Municipality Office, Ministry of Economics, Chamber of Commerce etc. for the

License, Visa related functional matters.

 Renewal of visa on time, visa cancellation, employee medical examination arrangement, labor hospitalization.

 Monthly update of the Leave records of the Employees & follow up.

 Generating labor reports using HRMS system, update the leave records, submitting of MIS reports to management.

 Monitoring the labor camp activities, assist-procuring labor camp facilities, coordinating with labors / camp boss /caters to solve the issues if any.

 Hiring Catering services for the Labor camp, maintaining the quality of the food, managing the housekeeping of camp and office, Maintaining the pantry, mess etc.

 Update Assets List of the company.

**Office Administrator at Avenue Services and F.K.B&Sons - Mumbai, India from Jan 1991 – To Dec.**

**1992.**

 Was responsible for managing front office. Responsibility includes vendor management, travel booking, event management, logistics management, Asset/Inventory management etc.

**ACADEMIC PROFILE:**

 **Master of Business Administration (MBA) –** Guru Ghasidas State University (IDE), India.

 **Bachelor Degree in Commerce (B.Com) –** Calicut University, India.

 **NEBOSH** International General Certificate in HSE.

**TRAINING & WORKSHOPS:**

 Attended training programs for skill development, attitudinal change, technical development, quality system improvement, and behavioral change.

2

 Attended workshops based on career development, leadership development, family resource management.

 Oracle HRMS, ERP

**PERSONAL INFORMATION**

YOB : 1969

Sex : Male Nationality : Indian Marital Status : Married

Visa Status : Employment (with family status in UAE)

Languages Known : English, Hindi/Urdu, Malayalam, Tamil and Arabic (Fair) Driving License : U.A.E driving license.

I hereby declare that the above written particulars are proving to the best of my knowledge and belief. Yours truly

**Sree**

3