

**Feroz**

**Email :** feroz.374211@2freemail.com

**Current Location : Abu Dhabi**

**------------------------------------------------------------------------------------------------------------------------------------------------------------------------**

**Career objectives:**

To gain and understand functional aspects of the organization by building a reputation and gaining respect through my contribution to the organization.

**Professional summary :**

* + **7 years** of rich and progressive experience in admin operations and Human Resources.
	+ Hands-on experience of end to end Recruitment process.
	+ Good at Sourcing, Vendor Management, employee references, networking.
	+ Able to work as an individual as well as in a team.
	+ Detail-oriented and resourceful in meeting targets.
	+ Possess good problem-solving skills, ability to meet deadlines, Adaptable to various conditions, self-starter and work on multiple requirements.
	+ Adeptly handle administrative matters including screening calls, managing calendars, and planning meetings, making travel arrangements, composing documents and organizing offices for efficiency.
	+ Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
	+ Expert user of Microsoft Office; quickly learns and master new technology.

**Computer Skills:**

MS Office, Excel, Outlook, Clouds, PowerPoint, Word, Photoshop, Adobe After Effect, Acrobat, In-page-Design, 2-D designing, Internet, Mac & Windows Operating system.

 **7 YEARS OF WORK EXPERIENCE IN ADMIN HR OPERATIONS**

**Qatar Steel Technologies WLL-Doha Qatar June 2016 – July 2017**

The company is dealing with Doors and Ducts Productions-ISO certified.

**Designation: Admin HR Officer**

**Responsibilities:**

* + Directly delivers a wide range of activities within HR (mainly Administrative)
	+ Managing and distributing information within an office.
	+ Answer telephones and promptly and courteously assist clients and employees throughout the organization.
	+ Ensures Labor law and Social security compliance.
	+ Maintain clean atmosphere in the office.
	+ Providing support of day-to-day activities that are related to financial planning.
	+ Keep tracking daily office expenses.
	+ Organizing and arranging meetings internal and external.
	+ Dealing with transport, handles drivers schedule on daily basis.
	+ Conducted regular meetings about state of sales with agents and management.
	+ Ability to work in high-stress environments and to make complex decisions regarding pricing.
	+ Maintain calendars, coordinating extensive appointments, meetings, and international travel.
	+ Overhauled recordkeeping system from manual to computer-based.
	+ Communicated with clients and merchants to improve and develop.
	+ Maintaining the HR records.
	+ Maintaining data on ERP system
	+ Prepare monthly payroll activities.
	+ Dealing with white and blue collars agencies.
	+ Based on business plans, prepare recruitment strategies.
	+ Work with hiring managers of business units to understand immediate and future requirements in Business Units to regulate the direction of efforts.
	+ Obtaining JD’s from respective Hiring Managers.
	+ Schedule interviews once resume is shortlisted by technical panel.
	+ Arranging video conference or Skype interviews for outstation candidates.
	+ Negotiating with candidates and vendors upon salary.
	+ Obtaining necessary documents from candidates and ensure the candidate join the organization.
	+ Handling all the issues related to workers labor camp and staff accommodation.
	+ Coordinates with company PRO for visa, exit and entry process.
	+ Working with internal and external HR related issues.
	+ Ability to work on many tasks.

**Sobaash Consultancys, Srinagar- Raj Bagh, India October 2013 – March 2016**

This company is dealing with Car rental, Tourism and Construction.

**Designation: HR Officer**

**Responsibilities:**

* + Worked as a team leader.
	+ Handling all the administrative duties.
	+ Managing company transports and assigns different duties to each driver.
	+ Organizing and arranging meetings.
	+ Handling internal and external communications. (Site location, meetings).
	+ Answering phone calls and handling all the general queries.
	+ Greeting clients and customers.
	+ Managing daily office needs and expenses.
	+ Preparing monthly reports of office expenses.
	+ Provide logistics support.
	+ Maintenance of office equipment’s.
	+ Handling office and camp accommodations issues.
	+ Providing support to our managers and staff.
	+ Provide dress code information to the staff if required.
	+ Maintenance of clean working environment in the office.
	+ Ability to prioritize and multi-task.
	+ Working under company policy.

**Hatco for Trading & Contracting WLL, Doha, Qatar April\_2011– Sep 2013**

The company is dealing with Construction & Telecommunication- ISO Certified.

**Designation: Admin HR Officer**

**Responsibilities:**

• Provides information related to company history, vision and values, Code of Conduct, benefits, attendance policy, meal and rest periods, and other content contained in the onboarding program.

• Updating data file (updating staff codes, employee codes, contract details, passport details, date of joining & exit).

• Renewing expired iqama/passport with the help of company PRO.

• Handling all medical issues. (Sickness/serious diseases)

• Employee’s relation (salary, leave, Memo’s, resignation, warning letters etc.)

• Taking action if any employee extending their vacation without informing.

• Planning and preparing monthly reports pertaining to finance required for maintaining office infrastructure and facilities.

• Providing maintenance & replacement of office/labor camp equipment’s, electrical appliances, furniture, furnishings, vehicles, building, etc.

• Managing and dealing with company accommodation (for staff & labor camp).

• Monitor all statutory compliance areas.

• Properly maintaining employee records and handling all new hire procedures, including a vast knowledge of a new hire and termination procedures.

• Working under health Safety environment.

• Updating Iqama and Passport Expiry.

• Monitoring performance of employees (staff as well as site labors).

• Working under the policies and procedures of the company.

• Managing the daily operations and services for the company.

**Unique Constructions Company Pvt Limited Srinagar Kashmir India 2010–2011**

The company is dealing with Railway Construction, Car Rental, and Tourism.

**Designation: Administrative officer.**

**Responsibilities:**

* Handle large amounts of paperwork and data.
* Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
* Communicate clearly with work colleagues using emails etc.
* Handle petty cash, floats, and expenses.
* Continually meet and exceed the operational and administrative expectations of employers.
* Provide accurate administration of all paperwork generated at office level.
* Quickly learn about new in-house database systems.
* Got holiday request forms signed off by senior managers.
* Processed correspondence in response to customer complaints.

**Areas of Expertise**

Administrator Policies, Monitoring, Equipment, Designing of Files, Changing Contracts, Administrative Duties, HR Duties, Reference, Requests, Planning’s, Logistics, Payroll, Sales, Procurement, Competitive Analysis, Employees Relation, Interviews, Operation Management, Performance Management, Organizing Inductions, Health & Safety.

**Education:**

1. **International Certificate for First Aid / BLS Training from Hamad Hospital, Doha- Qatar, 2013**
2. **Bachelor’s Degree in Arts, Amar Singh College/University Of Kashmir, Srinagar/J&K/India,2005**
3. **Diploma in Computer Application, NIIT, Srinagar/J&K/India, 11/29/2011**

**Personal Details:**

Date of Birth : **30, December, 1983**  Passport Number : **K7440313**

Gender : **Male** Marital Status : **Married**

Nationality : **Indian** Religion : **Islam**

Driving License : **Qatar/Indian**

Visa Status : **Tourist Visa** Notice Period : **Immediate**

**Feroz**